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LOCAL RECORDS  
PROGRAMKentucky Department for Libraries and Archives  
Local Records Program

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LOCAL RECORDS  
PROGRAM

## Grant Application

Please review the Local Records Program Grants Guidelines: [LRGrantGuidelines.pdf \(ky.gov\)](#) and consult with your Regional Administrator before completing this form. Attach three (3) written, itemized, project bid proposals for each project section. Please send the completed application to:

Email (preferred)[LRB.Application@ky.gov](mailto:LRB.Application@ky.gov)Mail

Local Records Branch  
Kentucky Department for Libraries and Archives  
P.O. Box 537  
300 Coffee Tree Road  
Frankfort, Kentucky 40602-0537

Fax

Local Records Branch  
(502) 564-5773

Contact Information

Local Government Agency:

Todd County Fiscal Court, Kentucky

Applicant Name:  
(Records Custodian/Officer)

Todd Mansfield

Applicant Title:

County Judge Executive

Primary Point of Contact:

Todd Mansfield

Office Address:

202 E. Washington Street

Elkton, KY 42220

Phone Number:  
(Including area code)

(270) 265-9966 ext 225

Email Address:

Tmansfield@toddcogov.com

Federal ID Number:

616000760

Project Summary

Total Funds Requested: \$ 13,600.00

Please provide a complete description of the proposed project: Describe the project scope and expected results. Explain why the identified records are selected for preservation; and their historical significance and relevance to the community. Identify key agency personnel and their role(s) in the project. Explain the agency's contribution to the project: working space, equipment storage, staff or monetary contribution. Describe how the completion of this project will assist the agency's records management program.

This project proposes to compile the County Ordinances into a hard bound binder to organize the County's current and future Ordinances. The County currently does not have the Ordinances in any type of organized compilation. This grant would cover the expense of the organizing, compiling, assembly and binding of Ordinances. Todd County currently has 280+ county Ordinances. This Grant would significantly improve the record keeping, research and maintenance of said Ordinances and also allow the public to access at their convenience and with ease.



Kentucky Department for Libraries and Archives  
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**Plan of Work**

Please list the lowest bid project vendor(s) for each section.

**Section I**

Purpose: Codification

Vendor: American Legal Publishing  
Vendor Contact: Richard Frommeyer  
Vendor Address: One West Fourth Street  
Cincinnati, OH 45202

Vendor Phone and Email: 1-800-445-5588 rfrommeyer@amlegal.com

Records	Date	Series	Cost
Codification of County ordinances			\$12,800.00
Legal review of codification records			\$800.00
Quality Control (Add 12.5% of the microfilming cost)			
Total Section I Cost			\$13,600.00

**Section II**

Purpose: \_\_\_\_\_

Vendor: \_\_\_\_\_  
Vendor Contact: \_\_\_\_\_  
Vendor Address: \_\_\_\_\_  
\_\_\_\_\_  
Vendor Phone and Email: \_\_\_\_\_

Records	Date	Series	Cost
Quality Control (Add 12.5% of the microfilming cost)			
Total Section II Cost			



Kentucky Department for Libraries and Archives  
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**Section III** N/A

Purpose: \_\_\_\_\_

Vendor: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

\_\_\_\_\_

Vendor Phone and Email: \_\_\_\_\_

Records	Date	Series	Cost
Quality Control (Add 12.5% of the microfilming cost)			
Total Section III Cost			

**Section IV**

Purpose: N/A \_\_\_\_\_

Vendor: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

\_\_\_\_\_

Vendor Phone and Email: \_\_\_\_\_

Records	Date	Series	Cost
Quality Control (Add 12.5% of the microfilming cost)			
Total Section IV Cost			

**\*\* Please Attach Additional Sections, if needed\*\***



Kentucky Department for Libraries and Archives  
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Can these records be removed from the office during the project? Yes ☒ No ☐ N/A ☐

In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☐ Microfilm ☐ Microfiche ☐ Aperture Cards ☐ Plats ☐

Other: \_\_\_\_\_

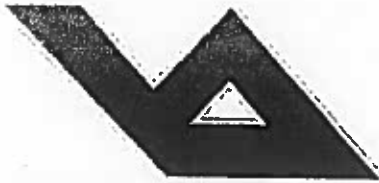
Where are project records located? How does your agency provide for the long-term survival and accessibility of agency records? Are the records stored in a secure, climate controlled and fire-resistant facility, with adequate storage space, and proper security and supervision? Please explain.

All Ordinances and records are currently housed in the Todd County Clerks Office, 202 E. Washington Street, Elkton, KY. The records are in a secure, climate controlled and fire-resistant facility. The Todd County Clerk's Office has a fire-proof vault room to ensure the safety and longevity of the records. The Office of the Todd County Clerk is supervised by the deputy clerks of the County during business hours and locked securely in vault during office closure.

**Project Outcomes**

Describe project outcome(s) and explain the significance of each. How will the project outcome(s) assist with the management of project records? How will project outcome(s) advance the agency's records management program?

The Todd County Fiscal Court currently has an outdated records management system that only allows for Ordinances to be maintained loosely in binders without any codification. The records are maintained solely by year and ordinance number. This Grant would allow Todd County Fiscal Court to become more visible to the public by offering a more simple records search, easier access and more efficient record keeping.



## Kentucky Department for Libraries and Archives Local Records Program

### Commitment of Local Government:

Explain the ways your agency contributes resources to records management: Does your agency engage in the regular disposition of records in accordance with applicable records retention schedules? Does your agency separate inactive or non-current materials from active files? Does your agency provide records management training to agency staff? Explain your agency's records management program.

Currently all records are maintained and managed by the Todd County Fiscal Court and Todd County Judge Executive's Office. All ordinances are presented to Fiscal Court for approval. Once approved, Ordinances are then recorded alongside the minutes from meeting and placed in a binder that is numbered to match. All records are available for public viewing in the Todd County Court Clerk's Office. The Todd County Fiscal Court follows the current guidelines for record retention. The administrative assistant to the County Judge Executive has proper knowledge of records maintenance.

How does your agency ensure records are available to the public? Explain how your agency ensures access to records per the state's Open Records Law (KRS 61.870-876).

All records will continue to be maintained in the Office of the Todd County Fiscal Court, Judge Executive and the Todd County Clerk. Both offices allow public access to records during normal business hours of the offices. The Todd County Judge Executive will remain the custodian of the records and ensure they are made available and kept secure. Interested parties may inquire with either office for access to the Ordinances and either office is capable of providing information regarding the Ordinances, their maintenance and records management.

### Additional information/comments:

This grant would significantly improve the efficiency of the Todd County Fiscal Courts and allow residents of Todd County to become more involved with easier access to records and ordinances.

Did you work with your Regional Administrator (RA) when completing this application? What records management assistance did the RA provide to your agency?

Yes. I spoke to our RA, Nicole Bryan on several occasions. Ms. Bryan was very quick to respond and able to answer any and all questions I had concerning the grant application, deadlines and vendors.



Kentucky Department for Libraries and Archives  
Local Records Program

Part D: Certification

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

Statement regarding State and Local Procurement: The applicant agrees that it has complied with all state and local procurement requirements to obtain bids as part of this application process.

  
Local Government Authorized Official Signature

Jeffrey B. Traugher, Todd County Attorney

Printed Name and Title

July 29, 2021

Date

  
Official Custodian of Records

Todd Mansfield, Todd County Judge Exec.

Printed Name and Title

July 29, 2021

Date



207 E. McReynolds Drive  
P.O. Box 129  
Elkton, Kentucky 42220

JEFFREY B. TRAUGHBER  
Todd County Attorney

Telephone: (270) 265-5651  
Facsimile: (270) 265-5652

## TODD COUNTY, KENTUCKY

### TODD COUNTY ORDINANCE CODIFICATION PROJECT INVITATION TO BID

Todd County, Kentucky is now accepting sealed bids for the TODD COUNTY ORDINANCE CODIFICATION PROJECT. Specifications may be obtained at the Todd County Attorney's Office, 81 Public Square, Elkton, Kentucky during normal business hours of 8:00 am to 4:30 pm, CST, Monday through Friday, or by contacting the County Attorney's Office at 270-265-5651 or emailing [jeff.traughber@gmail.com](mailto:jeff.traughber@gmail.com).

Bid proposals will only be considered from offerers who are certified by the Kentucky Department for Libraries and Archives. Bid proposals shall be sealed in an envelope clearly labeled with "Todd County Codification Project" and mailed or hand delivered to Todd County Attorney's Office, P.O. Box 129, Elkton, Kentucky 42220. No facsimile bids will be accepted. Bid proposals must be received by June 5th, 2021 at 2:00 pm and will be opened and read aloud at that time. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.

Todd County reserves the to accept any bid, to reject any or all bids, and to waive any technicality or informality in bidding or bids received, where such acceptance, rejection, or waiver is considered to be in the best interest of the city. All qualified applicants will receive consideration for employment without regard to race religion, color, national origin, sex, sexual orientation, gender identity, age or disability. Todd County is an Equal Opportunity Employer.

*emailed 5/18/21  
to Angie to  
print in newspaper*

## INVITATION FOR BID PROPOSAL FOR CITY/COUNTY CODIFICATION OF ORDINANCES

The City/County of Todd is applying for a Local Records Program grant from the Kentucky Department for Libraries and Archives for the purpose of formulating and codifying the city's/county's ordinances.

The City/County of Todd, with a population of 12,000, currently has approximately 280 ordinances (and other legislative actions affecting the citizens at large) containing 900 4 pages.

The city/county desires the production of a Code of Ordinances that includes:

- 1) All ordinances required by Kentucky Statutes for a home rule city; (first class or home rule);
- 2) Sample drafts of ordinances covering the specific topics checked on the list on project description of this document; and
- 3) Currently effective legislative actions of the city/county which do not fit into either of the categories in Items One and Two above, and which are specifically applicable to the city/county.

**NOTE:** Ordinances of this nature enacted after the Invitation for Bid Proposal date are not part of this project and will be added as a supplement to the code at the city's/county's expense.

It is the city's/county's intention, following successful completion of this project, to repeal all previous ordinances or legislative actions covering codified subject matter and adopt by reference the Code of Ordinances produced by this project as its entire body of law.

The successful offerer will:

- 1) Provide drafts of new ordinances needed as listed above;
- 2) Review all of the city's/county's currently effective legislative actions (ordinances, motions, resolutions, etc.), as submitted by the city/county, to provide an opinion on their relevance, consistency with state and federal law, accuracy, and adequacy;
- 3) Provide all needed editorial corrections including redrafts of ordinances to correct problems noted in Item Two above;
- 4) Provide these services following the steps outlined in the Kentucky Department for Libraries and Archives' revised Codification Steps Policy for Cities memorandum, dated December 5, 2000;
- 5) Provide services or materials within the term of the grant following the beginning of the FY 2021 and subsequent availability of state funds;
- 6) Perform all work in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives; and
- 7) Agree that the offer will be valid through July 31, 2021.

Written notification, from this city/county of the selection of a bid proposal and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds. The city/county shall incur no obligation for the preparation of any proposal and reserves the right to reject any and all proposals submitted in response to this invitation.

Written proposals must be received no later than June 5, 2021 to be considered.

  
Signature/Title

Jeffrey B. Traugher  
Printed Name

5/16/21  
Date

*emailed  
to hard copy  
mailed  
5/18/21*



**Codification Proposal  
for  
Todd County, Kentucky**

**AMERICAN LEGAL**  
**Publishing Corporation**

**Richard C. Frommeyer  
Kentucky Codification Consultant  
3635 Walnut Park Drive  
Alexandria, KY 41001  
1-800-445-5588**

# AMERICAN LEGAL

Publishing Corporation

May 20, 2021

Andrea M. Milkowski  
Assistant to Jeffrey B. Traugher  
Office of the County Attorney  
P.O. Box 129  
Elkton, KY 42220

Dear Andrea,

Thank you again for requesting a quote for codification services for the Todd County, Kentucky. We are the experts in Kentucky codification. We are the only codification firm that will use Kentucky licensed attorneys on your codification project. We have over 265 current clients in Kentucky and we also have over 3,500 clients nationwide. We have been in business since 1934 and we are employee owned with many employees living in Kentucky. As per your grant request, the following is our proposal. Our proposal specifically includes meeting all of the Codification Steps of the Kentucky Department for Libraries and Archives as well as all of the requirements. The total cost for codifying Todd County's ordinances includes the following:

County's ordinances will be used for the codification  
Kentucky Model Ordinances will be provided for review based on requests by County.  
Models will only be used with County's written permission.  
Page Changes and Additions for the initial Codification of Local Ordinances  
Total page count of 425 pages or fewer based on the RFP sent into the Publisher  
Provide ample Model Ordinances as Requested, supplementation not included  
Indexing and Cross-Referencing  
Ordinance Review by a Kentucky Licensed Attorney  
Manuscript (draft) for review  
Final Revisions & 15 printed copies with tabs and binders  
Legal Review for this project will cost \$800.00

TOTAL COST:            \$12,800.00 + \$800.00 = \$13,600.00  
                                 Codification    Legal review

This price quote should be attached to your Application Form when forwarded to the Kentucky Department for Libraries and Archives (DLA) to request funding through the Department's Local Records Program. ALPC will guarantee that (1) the cost for codifying the County's ordinances according to the guidelines of the Kentucky Department for Libraries and Archives will not exceed the above amount, and (2) the price listed above will remain in effect throughout the contract period, provided the County begins the codification project no later than December 1, 2021. The price will remain good through July 31, 2021.

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Codification services are overseen by our Law Department consisting of Kentucky Licensed Attorneys. We are the only codification company that have Kentucky attorneys review your ordinances against state law. Your codification project will include one of our attorneys researching and reviewing your local ordinances. Check your ordinances against Kentucky Statutes and some federal law based on the county ordinances provided to Publisher for review. We will work closely with you in creating a code of ordinances that fits the needs of the County and satisfies the requirements of KRS 83A.060 which require ordinances to be codified or compiled and periodically reviewed for consistency with state law.

We will also supply you with a number of model ordinances per your request to cover topics where you may not have an ordinance, or where the ordinance you do have, might be old or outdated. We ask for you to provide areas of concern with your ordinances before we begin the project. We are the only code company that uses comprehensive Kentucky model ordinances that have been drafted specifically for use by Kentucky cities.

Your code of ordinances will be arranged according to subject matter, indexed, and cross-referenced so that all of the general and permanent laws of your County will be in one easy-to-use book.

**We certainly hope you choose American Legal and explain your preference on your application form.**

If you have additional questions about any part of the project, please contact me at your earliest convenience. We are looking forward to working with you on this most important project.

Sincerely,

Richard C. Frommeyer  
Codification Consultant  
3635 Walnut Park Drive  
Alexandria, KY 41001

## AMERICAN LEGAL PUBLISHING CORPORATION ADVANTAGES AND BENEFITS

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### QUALIFICATIONS

- American Legal Publishing Corporation began as the codification division of the Anderson Publishing Company of Cincinnati in 1934. We became a separate corporation in 1979. We are the only codification company that is employee owned.
- American Legal currently serves more than 3,500 local government clients across the country. Our clients range in size from New York City, Los Angeles, Chicago, Louisville Jefferson Metro Government, Dallas, Fort Worth, Cleveland, Philadelphia and Boston, to villages with populations under 500.
- American Legal currently serves more than 265 cities and counties in the State of Kentucky including Louisville Jefferson County Metro Government, Barren County, Boone County, Bracken County, City of Calhoun, Campbell County, Carroll County, Dawson Springs, Frankfort, Franklin County, Hopkinsville, Hurstbourne, Livermore, Saint Matthews, Saint Regis, Shively, and Woodford County to name a few.
- We are the codification consultants to the International Municipal Lawyers Association and numerous state municipal leagues.

### LEGAL ANALYSIS

- Our legal staff's **Exclusive Editorial and Legal Report** details internal code inconsistencies as well as inconsistencies between your ordinances and state statutes and federal law. Our legal team consists of fourteen members with law degrees, including the president of the company.
- We provide the **most comprehensive analysis** in the codification industry: outlining problems, providing you with alternatives, and allowing you to implement desired improvements.
- You receive the Editorial and Legal Report with the **draft** of your code, allowing you to review your code with the assistance of our detailed, written editorial analysis which will ultimately be reviewed with you at a conference in Todd County.
- We are the only codification company that use **Kentucky licensed attorneys** on codification projects. We feel a Kentucky licensed attorney reviewing your code is one of the most important parts of any codification proposal.

### SUBJECT MATTER FORMAT

- We will arrange your ordinances according to logical subject matter. We group all of your land use ordinances together in one section, your business regulations together in one section, your administrative ordinances in another section, etc.
- We can offer you **free Model Ordinances** covering nearly any municipal topic to replace an outdated ordinance or to cover an area where you may not have an ordinance.

## **TABLE OF SPECIAL ORDINANCES, PARALLEL REFERENCES AND INDEXING**

- As part of your new code, we will create Tables of Special Ordinances covering such topics as annexations, zoning map changes, franchises, easements, etc. These ordinances will be listed in table form by ordinance number, date of passage, and will include a brief description of each ordinance.
- Your code will include Parallel Reference Tables that indicate which code sections are based on state statutes, where prior code sections appear in your new code, and a cross-reference of ordinance numbers to code section numbers.
- Our comprehensive index includes no dead ends when you search for a topic.

## **STYLE OPTIONS**

- We offer different typesets for your code, single or dual column printing and various types of binders.

## **TIMELY DELIVERY AND FLEXIBLE BILLING**

- We will complete your code within 9 months (excluding your review time).
- We can work with you to schedule the project so that it meets your budgetary needs.
- We complete supplements within 45 days.

## **RE-ORDERS AND PAMPHLETS**

- We have **no minimum** or maximum orders of extra copies of your code. You can call us at any time and order 1 or 1,000 additional copies of your code.
- You can order only as many codes as you need without having to worry about buying, storing and updating copies that you don't need.
- You can receive specific pamphlets for your police department, zoning department, etc.

## **COMPUTERIZATION OF CODE**

- You can receive your code downloadable, a flash drive, and we still offer a CD-ROM in WordPerfect or Microsoft Word compatible at no additional charge.
- Access every word in your code in just seconds with our "open source" online searchable software. Your code can be linked to your meeting minutes and other municipal documents. We use open source software for the internet, and do all the conversion work ourselves; we have produced thousands of codes online.
- Users can customize their version by creating color highlights, bookmarks, notes, and pop-up links without affecting the original text.

## **SUBSCRIBERS SERVICE**

- American Legal can sell current copies of the County's code (printed and computer versions) via our "800" number directly to Law Firms, Developers and other outside parties.

- Our service relieves the County of the burden of maintaining and updating inventory of codes and processing individual payments.

### **SUPPLEMENT SERVICE**

- Our fast and efficient supplement service will keep your code current in future years. Delivery is within 45 days or less for yearly updates and much quicker for instant updates. You can supplement as often as necessary - even after every council meeting.
- We are the only codification company that will check your code of ordinances against changes in state law on a yearly basis.

### **SUBCONTRACTING**

- We do all editing, legal review, printing and computer/internet work inhouse and at one location.

### **WEB SERVICES**

- We can place the code on the web, however due to the nature of the grant it is not allowed to be paid for by the grant. We can provide basic information on our web services. We are happy to provide you with an agreement for this as well.
- The price typically is \$7500.00 for the code your size on the web and \$495.00 a year for storage on our site.
- We offer many additional features on the web that are free and some that are an additional expense. I would be happy to visit you after June 13 to show you in person these features for a live demonstration or am happy to provide a zoom, go to meetings, Web X, or Microsoft teams meeting as well. Information on our additional services is included in the email.

## AMERICAN LEGAL PUBLISHING STAFF ATTORNEYS

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*Our editorial support staff consists of more than 25 experienced editors skilled in the multiple disciplines required in providing codification services: editing, computer operation, proofreading and indexing. Our typical editor is a college graduate with a degree in English, Journalism, or Law. Our editors work directly on personal computers using the most advanced software programs for editing, proofreading and indexing. Therefore, we can return your completed Code of Ordinances on computer disk and online if desired. American Legal has a higher percentage of editors with Masters or Doctorate Degrees than any other national codification firm. We have more attorneys on staff than any other codification firm.*

### ATTORNEYS ON STAFF:

#### **STEPHEN G. WOLF - C.E.O**

- J.D., University of Cincinnati College of Law
- B.B.A., Management, University of Cincinnati
- Current City Attorney of an Ohio city, and former Mayor
- Over Thirty five years with American Legal Publishing

#### **RAY G. BOLLHAUER - PRESIDENT**

- J.D., University of Cincinnati College of Law (Moot Court)
- B.A., Economics, University of Cincinnati
- Past President of local community Council
- Over twenty-five years with American Legal

#### **CYNTHIA A. POWELEIT - VICE PRESIDENT AND EDITOR-IN-CHIEF**

- J.D., Salmon P. Chase College of Law, Northern Kentucky University
- B.A., English, Denison University
- Over thirty years with American Legal Publishing

#### **TODD MYERS - DIRECTOR OF SPECIAL PROJECTS**

- J.D., University of Cincinnati College of Law (Law Review)
- B.S., Criminal Justice, University of Cincinnati
- Over twenty five years with American Legal

**deRICCI HORWATT - LEGAL REVIEW STAFF**

- J.D., University of Akron
- B.B.A. Marketing, Ohio University
- Licensed in both Ohio and Pennsylvania
- Owned law firm for nine years practicing municipal law in Pennsylvania
- Over sixteen years with American Legal Publishing

**LISA BRICKNER - LEGAL REVIEW STAFF AND EDITOR**

- J.D., University of Cincinnati
- University of San Diego School of Law, Magdalen College
- B. A. Police Administration, Eastern Kentucky University
- University of Oxford, Oxford, England
- Over fifteen years with American Legal Publishing

**DEVON MOSER - LEGAL REVIEW STAFF AND EDITOR**

- J.D., University of Cincinnati
- B.A. International Studies, Wright State University
- Army Cadet
- Over fifteen years with American Legal Publishing

**DARLENE FOLEY - LEGAL EDITOR**

- J.D., University of Cincinnati
- B.A., University of Cincinnati
- Federal Bar Member
- Over fifteen years with American Legal Publishing



**MICHAEL FIELMAN - LEGAL EDITOR**

- J.D., Salmon P. Chase College of Law, Northern Kentucky University
- Law Review
- B.S. Finance, Miami University (Oxford, OH)
- Over twelve years with American Legal Publishing

**LAURA MOSER- LEGAL EDITOR**

- J.D., Salmon P. Chase, College of Law
- B.S. Political Science, University of Kentucky
- Kentucky Citizen Foster Care Review Board
- Over ten years with American Legal Publishing

**NILS HERDELIN- LEGAL EDITOR**

- J.D., Salmon P. Chase, College of Law
- B.A. Political Science, Western Kentucky University
- Member of the Ohio Bar Association
- Former Special Assistant Prosecutor in Campbell County, KY
- Over six years with American Legal Publishing

**OWEN PARSONS- LEGAL EDITOR**

- J.D., Salmon P. Chase School of Law
- B.A. Government Studies, Centre College
- Over five years with American Legal Publishing

**BRANDI BUCHENAU - STAFF ATTORNEY**

- J.D., Salmon P. Chase School of Law
- B.A. Political Science, Northern Kentucky University
- Over four years with American Legal

**KEVIN ROBERTS - STAFF ATTORNEY**

- J.D., University of Cincinnati College of Law
- B.S., Tufts University
- Member of the Federal and Ohio Bar
- Over thirty two years experience as an attorney
- Formerly worked for Taft, Stettinus, and Hollister
- Law Review and won "Best Case Note Award"

**JOSEPH STENKEN- STAFF ATTORNEY**

- J.D., University of Cincinnati, College of Law
- B.A. Government Studies, Miami University
- Over five years experience in legal editing

**RACHAEL HERRLE - STAFF ATTORNEY**

- J.D., University of Cincinnati College of Law
- B.A. English, Miami University
- Worked as an attorney in the Hamilton County Defender's office

# Scope of Services

## I. THE PUBLISHER SHALL:

- (1) Examine the County's prior code of ordinances (if any), and all ordinances or resolutions provided by the County and determine which materials are to be codified.
- (2) Utilize its staff of attorneys to review all materials to be codified and prepare a written report for the County Attorney.

(a) The report may include notice of and suggestions for resolving the following:

Apparent conflicts with referenced state and federal statutes and administrative regulations;

Repealed, renumbered, or obsolete state and federal statutes and administrative regulations;

Apparent conflicts with prominent federal case law; and Internal discrepancies such as duplications, ambiguities, and obsolete terminology.

(b) Suggest new provisions which the County should consider including in the new code, and delete old provisions which are no longer necessary or which might be improper or unlawful.

(c) The review will not involve re-drafting of entire chapters by the Publisher or rewriting or creating ordinances for the municipality. However, the Publisher will provide model ordinances to the County upon request if available.

(d) At the option of the County, hold a manuscript conference with County representatives to review the report. The County will not be billed for time of the American Legal staff attorney if it chooses this option, but will be billed for travel expenses. Zoom meetings are no charge.

Note: The review performed by the Publisher should not be considered as a substitute for the competent advice of your County Attorney, especially based on his/her in-depth knowledge of the County practices and procedures, and American Legal Publishing is in no way assuming the role of attorney for the County. Land Use sections of the code are especially specific to the locality and are thus only subject to cursory review and comparison with the rest of the code. (A sample Report is attached to indicate the type of comments that are likely to be contained in the report for Todd County.)

- (3) Classify all ordinances and resolutions which are of a general and permanent nature into titles, chapters, and sections, according to subject matter.
- (4) Make changes to effect uniformity of style and to correct typographical and spelling errors, grammar, and usage. Substantive changes shall not be made in the wording of the ordinances. Suggestions for additions or changes in the ordinances will be submitted to the County Attorney.
- (5) Prepare:
  - (a) Title, chapter, and section headings.
  - (b) A table of contents and sectional analysis for each chapter.
  - (c) A legislative history for each section, citing the ordinance number and date of passage, as indicated on copies of ordinances supplied to the Publisher.

- (d) Statutory cross-references to sections of the state statutes and to other pertinent parts of the Code where applicable. These references shall appear at the end of the section to which they apply.
- (e) Tables of Special Ordinances listing chronologically those ordinances in certain subject areas that the County finds to be pertinent.
- (f) Parallel Reference Tables showing:
  - 1. The disposition of ordinances (in numeric sequence) included in the codification (Ordinance to Code).
  - 2. A listing of code sections based on state statutes (Statute to Code).
  - 3. A listing of prior code sections incorporated into the new code if applicable (Old Code to New Code).
- (g) An index (which will be created after the first draft of the Code is submitted).
- (6) Provide the County with model or sample ordinances when available and upon request, at no additional charge.
- (7) Deliver to the County, within eight months from receipt of the materials deemed necessary by the Publisher to begin the codification (prior code, ordinances and new code questionnaire), one copy of a draft of the Code for the County's examination.
- (8) Deliver to the County within eight months from receipt of the materials deemed necessary by the Publisher to begin the codification, one copy of a legal review and research report.
- (9) If necessary, hold a conference to make final corrections, additions, and deletions to the Code. The County will be billed for the travel expenses of the American Legal staff attorney. The County may present changes to pages of the draft at the conference. After the final conference, no additional changes are to be made. Any further changes, additions, or deletions shall be made in the future supplements to the Code at \$19.00 per page, which is not covered in the grant. When the draft, and any changes thereto made by the County, is returned to the Publisher, such return of the draft shall be deemed final authorization by the County to publish the Code as returned. If additional conferences are requested by the County which require the travel of a member of the staff of the Publisher, then the County shall be advised what the additional cost, if any, for such conference will be.
- (10) Deliver to the County, within four months of receipt of the corrected draft, 10 printed copies of the Code meeting the following specifications:
  - (a) Type to be single or dual column, at the option of the County
  - (b) Page size to be 8½" x 11"
  - (c) Printed on high quality paper
  - (d) All copies to be in hard-covered, 3-ring, loose leaf binders. All binders shall have the County's name stamped in gold and shall contain divider tabs.
- (11) Provide a sample adopting ordinance to the County.

## II. THE COUNTY SHALL:

- (1) The County will provide clear copies of all materials necessary to perform the codification, including an up to date copy of any previously published code of ordinances, copies of ordinances and pertinent resolutions not previously codified, and a completed New Code Questionnaire (provided by the Publisher) within 6 months or less of receiving the grant. (If the County provides meeting minutes to the Publisher to review for legislation contained therein rather than actual ordinances or resolutions, there will be an additional charge of \$45.00 an hour to extract ordinances or resolutions from the minutes for use in the new code.)
- (2) After receipt of the draft of the code and legal report described in paragraph I (2), the County shall have 60 days to review the draft and report and to return to the Publisher its comments about the draft and its answers to the legal report. In the alternative, if the County opts for the legal conference described in paragraph I (9), it must contact the Publisher within 60 days to set up a meeting date. The meeting, itself, need not occur within the same 60 day period. If the County fails to either return its comments and answers to the legal report within 60 days or, if applicable, to set up a meeting date, the County may request that the Publisher extend the deadline in writing.
- (3) The Publisher agrees to include in the final version of the Code all ordinances adopted by the County up to the time the manuscript is originally due back to the Publisher under the provisions of (2) above. The County agrees that any ordinances adopted after this date shall be included at the Publishers' supplement rates of \$19.00 per page at the time of the inclusion of these ordinances into the code.
- (4) (a) Pay to the Publisher for shipping of the final code order as a final price, the sum of \$13,800.00 for its services set out in Section I. This will be paid as follows 40% due when materials are provided to the Publisher. The next payment of 40% will be due when County receives the draft manuscript. The balance will be due when the project is completed and mailed to the County with an invoice.

**American Legal Publishing Internet Features  
(2021)**

Online Features:	Many features are included in current annual hosting fee at no additional cost	ALP
PC, Tablet, Smart Phone versions	PC and Mobile Views	Included
Multiple Search formats	1. Quick Search 2. Advanced Search Template	Included
Automatic Stem Searches (finds plurals of words)	<i>Dog finds dog and dogs</i> <i>Fence finds fence, fences, fencing and fenced</i>	Included
Synonym Searches	Users can choose synonym searching. <i>Grass finds grass, turf, lawn</i> <i>Garbage finds garbage, litter, trash, rubbish</i>	Included
Continuous Next Hit feature	You can go through all hits without having to go back to the Results List for each chapter	Included
Table of Contents expands and links to sections	View and navigate the TOC while also viewing code text and option to view TOC, Document and Search Results at same time	Included
Download text in multiple file choices from the web	Can download into MS Word, HTML, TXT, PDF, MOBI and EPUB (can also use copy/paste feature)	Included
Email links to text	Can email link to specific text in code	Included

Cross-references hyperlinked	Cross-references to other sections, including Penalty references are hyperlinked	Included
Color Graphics	Yes - if provided in color by the Municipality	Included
Static Links to specific sections can be set	Ability to set links to titles, chapter or individual sections in the code	Included
Scrolling tables - static header	The titles of table columns remain visible as you scroll through tables	Included
Limit searches to specific sections	Use TOC feature to limit search to chapters or sections (or expand search to other municipal codes)	Included
Email notifications of code changes	Staff and the public can create a free account to receive email notifications when the code changes	Included
Annotations	Staff and the public can create a free account to create annotations	Included
Electronic format	Online document flows uninterrupted; no page breaks or page numbers to interrupt the text	Included
Translation into other languages	Apply Google Translate to the Code	Included
Search over 1,500 municipal codes	Free access to all codes we publish online; no need to subscribe to any service	Included
Searchable CD-ROM version provided	Searchable CD version of the documents can be provided	Included
Online help features	Use online help features or contact our technical service reps via email or toll-free phone number	Included

OPTIONAL SERVICES:		
New Ordinance List Service (Advance Legislation Notice)	Ordinances not yet codified listed with link to full text of ordinances (ordinances removed from list once they are codified)	List = \$125/yr + \$10/ordina nce or \$300/yr unlimited ordinances
New Ordinance Notification	Notice posted at beginning of code section with link to ordinance that will amend that section (ordinances removed from code once they are codified)	\$10/ordina nce that is linked (5 links included; \$2 per addit. link)
Comprehensive Ordinance List	New ordinances added to list of all ordinances codified and remain even after code is updated	\$8/ordina nce if hosted on city's website, or \$10/ordina nce if hosted on ALP website; additional \$50/year hosting fee with annual increase of \$10



Ordinances History Links within code section histories	As new ordinances are added to the code section history list, links to the original ordinance can be set	\$8/ordinance if hosted on city's website, or \$10/ordinance if hosted on AIP website
Definition Links	Defined terms in the code can be hyperlinked directly to their definition (See Weston, FL code)	\$75/hour
Archive of prior versions of code online and Comparing different versions	Prior versions of the code may be hosted online for research purposes, including creating a compared document	Annual code updates: \$50/yr; 6 month or quarterly updates: \$100/yr; More often: \$250/yr
Custom Website Banner	Municipal seal or logo posted at code site, or partial or complete banner from the Municipality's website can be used	\$0 for city seal/logo on front page; \$100-950 for banner

# INVITATION FOR BID FOR COUNTY CODIFICATION OF ORDINANCES

## TODD COUNTY, KENTUCKY

Due date: June 5, 2021

Quote valid through December 31, 2021



# municode



**Tracy Stevanov**

Legal Account Executive

Phone 800-262-2633 ext. 7105

Direct: 828-280-2219

Email [tstevanov@municode.com](mailto:tstevanov@municode.com)

PO Box 2235 Tallahassee, FL 32316

## LETTER OF INTEREST

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May 28, 2021

Mr. Jeffrey B. Traughber  
County Attorney  
81 Public Square  
Elkton, KY 42220

via email: [jeff.traughber@gmail.com](mailto:jeff.traughber@gmail.com)

Mr. Traughber:

Thank you for the opportunity to respond to the County's Invitation for Bid (IFB) for County Codification of Ordinances. We understand that the County is applying for a Local Records Program Grant from the Kentucky Department of Libraries and Archives to contract with a professional codifier to codify the County's legislation of a general and permanent nature. Ordinances that do not serve to amend the Code will not be included in the codification process. The goal of this project is to create an official Code of Ordinances that is free of internal conflicts and inconsistencies, conforms to the laws of the State of Kentucky and is readily accessible to staff and citizens alike.

This proposal outlines the scope of services and costs for the codification of the County's ordinances. We've also provided the pricing and scope of services for maintaining the new Code through our supplement services and hosting the Code online via our Code hosting platform, MunicodeNEXT. To see an example of a Kentucky Code maintained and published by Municode, please visit the Lexington-Fayette County online Code: [https://library.municode.com/ky/lexington-fayette\\_county/codes/code\\_of\\_ordinances](https://library.municode.com/ky/lexington-fayette_county/codes/code_of_ordinances)

With over 70 years of experience, Municode is the oldest and most trusted codifier in the nation. We currently provide codification services to over 4,500 municipalities throughout the United States and host over 3,700 municipal codes online. We recently completed a recodification of the Code of Hopkins County, Kentucky as a result of a grant awarded to them by the Kentucky Department for Libraries and Archive's Local Records. We are fortunate to have been awarded codification, recodification and republication RFP's in the last several years from counties and municipalities including Baltimore County, MD, Richmond, VA, Detroit, MI; Trenton, IL, Algoma, WI and Riverside, CA, to name several.

In addition to codification services, we provide a "circle of governance" that offers website design, meetings management and document archival tools in one seamless experience. Customers who trust Municode with their online codes, meetings software, and municipal website will enjoy a unified search engine and integration of the Meetings, Web, and Code Hosting platforms. From the Meetings platform, agendas and minutes will be automatically uploaded to the website and ordinances can be sent to Municode for codification with permanent links created within the code for the ordinances and the specific meeting from which the legislation was adopted, via our OrdBank service.

Whether it's through the legal codification or recodification process; our supplementation and online Code hosting services; our robust suite of online legislative search tools; meeting management and agenda software or custom government website design, we have the experience, resources and expertise to provide our clients with innovative products, superior technology and excellent customer service. We encourage you to visit our corporate website to review our full suite of services. <https://www.municode.com/>

If you have any questions or need additional information, please contact Legal Account Executive Tracy Stevanov ([tstevanov@municode.com](mailto:tstevanov@municode.com)), 828-280-2219. Thank you for the opportunity to respond to the County's Invitation for Bid for codification services!

Sincerely,



  
Bob Geiger  
Vice President of Sales  
Phone: 850-692-7132  
[bgeiger@municode.com](mailto:bgeiger@municode.com)

# TABLE OF CONTENTS

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P. O. Box 2235  
Tallahassee, FL 32316  
800.262.2633 info@municode.com

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## ATTACHMENTS

Attachment A: MunicodeNEXT Standard and Premium Features

# QUALIFICATIONS OF CODIFIER – COMPANY PROFILE

## History, Mission, and Team

With over 70 years of experience, Municode's mission is to strengthen democracy by connecting public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, the legal codification process, and our robust suite of online legislative search tools.

Municode partners with more than 4,000 government agencies across all fifty states. Municode is a privately-owned and financially sound corporation. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; Our clients can establish a long-term partnership with our experienced and stable workforce.

Municode is home to over 160 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totalling 56,000 square feet. We have regional offices located in Oregon and Utah. Other office locations include Arizona, California, Georgia, Kentucky, Minnesota, New Hampshire, North Carolina, South Carolina, Texas, Virginia, and Washington.



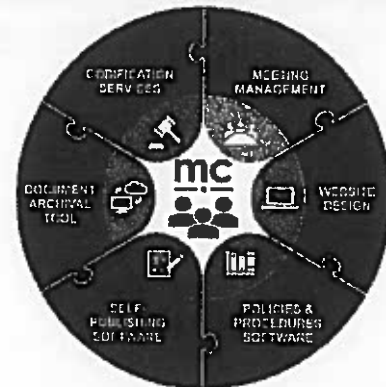
## Our Vision: Simple, Seamless

### Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish agendas and minutes from the Meetings platform to the Website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio



## QUALIFICATIONS OF CODIFIER - OUR TEAM



### **Eric Grant, President**

Eric Grant is President of Municipal Code Corporation (Municode). Eric joined the Municode team in 2007 after receiving his Juris Doctorate from the University of Virginia School of Law, and becoming a member of the Florida Bar. Eric served as a Tank Platoon Commander in the United States Marine Corps. As President of Municode, Eric has helped the company achieve increased levels of growth both in Municode's traditional line of business and into new verticals.



### **Phillip Claiborne, Chief Information Officer/Chief Operating Officer**

Our IT team is led by our Chief Information Officer/Chief Operating Officer, Phillip Claiborne, whose staff of 17 web application developers and system administrators is dedicated to remaining the industry's leader for technological advances in our field. They maintain and routinely enhance our website, MunicodeNEXT to create new ways to make your Code as transparent and informative as possible.



### **Julie Lovelace, Vice President of Code Department**

Our Code Department is led by Julie Lovelace, Vice President of Codes. Julie has over 27 years of experience in local government law and ensures that our final legal products meet Municode's demanding standards. With the combined expertise of Julie and her team of seasoned codification attorneys, our Code Department has successfully completed well over 4,300 intricate codification, recodification and Legal Review projects.



### **Tassy Spinks, Vice President of Supplement Department**

Our full-service Supplement team is led by Vice President of Supplements, Tassy Spinks, whose 14 professional legal editorial teams work diligently to ensure that our clients receive the timeliest and most accurate supplements possible, with the highest quality of printed publications originating directly from the printing facility located in our Tallahassee headquarters.



### **James Bonneville, National Legal Sales Director**

Legal Sales Director James Bonneville earned his B.A. in Political Science from the University of Minnesota. James resides in Stillwater, Minnesota and has over 25 years of experience working in governmental sales with an emphasis on codification services. James directs Municode's national Legal Sales team and is always available to offer innovative solutions tailored to your unique community's needs.



### **Steffanie Rasmussen, Vice President of Client Services**

Steffanie Rasmussen, Municode's Vice President of Client Services, directly oversees our customer service staff. Steffanie earned her M.S. in Industrial & Organizational Psychology from Kansas State University and a B.S. in Business Psychology and a certificate in Performance Management from Florida State University. Steffanie joined the Municode team in 2010 and specializes in nurturing new contracts from pre-contract negotiations to web ongoing support.



### **Bob Geiger, Vice President of Sales**

Bob Geiger is the Vice President of Municode's national sales executive team, coordinating and managing the sales efforts for all Municode product divisions. Bob is a graduate of Boston University and the United States Naval Academy (Annapolis) where he served as the Honor Chairman, later managing the Marine Corps' official website and various national marketing initiatives. Prior to joining Municode in 2018, Bob founded a successful and innovative hydration company for recreation and US military use.

## QUALIFICATIONS OF CODIFIER – RESUMES OF COUNSEL

*Our Code Department is led by Vice President of Codes, Julie Lovelace. The majority of our full-time codification attorneys have an average of over 20 years of professional codification experience with Municode. We've included biographies of some of our most experienced codification attorneys below. In addition to these staff attorneys, our Chairman of the Board and C.E.O. Lawton Langford, our Company President W. Eric Grant, and recently retired Chief Operating Office Rick Grant (now a Board Member) are also attorneys with many years of professional codification experience and are an integral part of the Municode leadership team.*

**Julie E. Lovelace, Esq.,** Vice President of Codes, B.A., University of North Carolina - Chapel Hill; J.D., Samford University Cumberland School of Law; 27 years of experience in local government law (11 years as Senior Assistant County Attorney for Leon County, Florida, 14 years in private practice); member of the Florida Bar. Also admitted to practice before the U.S. Court of Appeals for the Eleventh Circuit, U.S. District Court for the Middle District of Florida and U.S. District Court for the Northern District of Florida. She has overall supervision of the legal work of all Code projects and ensures that the final product is up to Municode's demanding standards.

**Alyce A. Whitson, Esq.,** B.A., University of South Florida; J.D., University of Florida; more than 44 years of experience in local government law; Member of Florida Bar. Alyce has completed Codes and various other legal projects throughout the United States.

**Roger D. Merriam, Esq.,** B.A., Mercer University; J.D., Emory University; more than 43 years of experience in local government law; Member of Florida Bar. Roger has reviewed Codes in all 50 states and completed Codes in multiple states.

**Daniel F. Walker, Esq.,** B.S., Florida Southern College; J.D., Georgia State University College of Law. 8 years of private practice; 17 years of experience in local government law. Active member of Florida and South Carolina Bars, also admitted to practice before the Supreme Court of the United States and the U.S. Court of Appeals for the Armed Forces. Dan has completed over 250 Code projects throughout the United States.

**Jim Jenkins, Esq.,** B.A., Eckerd College; J.D., University of Maryland School of Law; Former Appellate Attorney and Trial Prosecutor for the Kings County District Attorney's Office, Brooklyn, New York; 20 years of experience in complex legal research and litigation; 12 years of experience in local government law. Jim has completed Codes in multiple states across the nation.

**Sandra S. Fox, Esq.,** B.A. (Summa Cum Laude) Florida State University; J.D. (Magna Cum Laude), Florida State University; 13 years of experience in legal research and writing; 12 years of experience in local government law. Sandra has completed over 200 Codes and various other legal projects throughout the United States.

**Mary Margaret Bielby, Esq.,** B.A. (cum laude), Florida State University; Masters Certificate in Project Management, Florida State University; J.D., Samford University Cumberland School of Law. Experience in local government law and civil and criminal law at the federal level. Member of the Florida Bar. Mary Margaret joined Municode in 2015 and has completed Codes in Georgia, Florida, Louisiana, Michigan, Oklahoma and Ohio.

**Susan Hartmann Swartz, Esq.,** B.A., Florida State University (obtained in two years); J.D., Florida State University; M.F.A., Florida State University. Florida Bar member since 1983; admitted to Eleventh Circuit Court of Appeals and Middle District of Florida. Extensive appellate and trial experience. Five years of experience in local government law, including with city, county, boards and commissions, and as hearing officer.

## QUALIFICATIONS OF CODIFIER - REFERENCES

We are pleased to provide contact information and project history for the following Kentucky clients, all of whom can verify the quality of our products and services.

### **Hopkins County, KY (Local Records Grant Program)**

**Project Type:** Recodification – pending Supplementation and Electronic Publishing

**Years of service:** 2020 to present

**Ms. Laura Harvey, Executive Assistant** [lhavvey@hopkinscounty.net](mailto:lhavvey@hopkinscounty.net) (270) 452-0009

**Services provided:** We were awarded the County's 2020 Invitation to Bid in response to a Kentucky Department of Libraries Local Records grant. The recodification of the County's Code has been completed and the printed copies will be shipped this month, meeting the deadline originally established by the grantee. In June, the newly adopted Code will be posted online via MunicodeNEXT and supplementation will begin anew with Supplement No. 1. During the recodification, we provided free access to our MuniPRO feature to allow the County access to over 3,700 online Codes and sample ordinances related to topics of particular interest to the County.

**Online code:** Pending online publication

### **Owensboro, Kentucky**

**Project Type:** Codification, Recodification, Republication, Supplementation and Electronic Publishing

**Years of service:** 1954 to present

**Ms. Beth Cecil, City Clerk** [cecilby@owensboro.org](mailto:cecilby@owensboro.org) (270) 687-8552

**Services provided:** We originally codified the County's ordinances in 1954 and completed a recodification of the Code in 1983. The Code is electronically updated online on a quarterly basis and we provide an annual printed copy of the updated Code. The City utilizes our OrdBank, CodeBank and CodeBank Compare + eNotify premium online features

**Online code:** [https://library.municode.com/kv/owensboro/codes/code\\_of\\_ordinances](https://library.municode.com/kv/owensboro/codes/code_of_ordinances)

### **Lexington-Fayette County, Kentucky**

**Project Type:** Codification, Reformatting/Republishing, Supplementation and Electronic Publishing

**Years of service:** 1958 to present

**Ms. Abigail Allan, Council Clerk** [aallan@lexingtonky.gov](mailto:aallan@lexingtonky.gov) (859) 258-3240

**Services provided:** We originally codified the County's ordinances in 1958, providing 50 copies of their first official Code of Ordinances at that time. In 1998, we reformatted and republished the County's Code. The County utilizes our OrdBank, CodeBank, CodeBank Compare + eNotify premium online features, and posts PDFs of historical ordinances online going back to 1984. We update the Code electronically on a bi-weekly basis and provide printed copies of supplements three times per year. Supplements are also provided in Folio, PDF and WORD formats. In January 2020 we published the County's Zoning Ordinance as a separate publication from the Code.

**Online code:** [https://library.municode.com/kv/lexington-fayette\\_county/codes/code\\_of\\_ordinances](https://library.municode.com/kv/lexington-fayette_county/codes/code_of_ordinances)

### **Mayfield, Kentucky**

**Project Type:** Republication, Supplementation and Electronic Publishing

**Years of service:** 2004 to present

**Ms. Tamie Johnson, City Clerk/Treasurer** [tjohnson@mayfieldky.gov](mailto:tjohnson@mayfieldky.gov) 270-251-6212

**Services provided:** We republished the City's Code in 2004 and have been publishing and maintaining the Code since that time. The Code is supplemented in print and online upon the City's request. The City utilizes our OrdBank, CodeBank, CodeBank Compare + eNotify premium online features to store valuable Code history, and to notify staff and subscribers via email of any changes made to the Code by newly enacted legislation.

**Online code:** [https://library.municode.com/kv/mayfield/codes/code\\_of\\_ordinances](https://library.municode.com/kv/mayfield/codes/code_of_ordinances)

**4,500+**  
Municipal Clients

**70+ Years**  
Serving Municipalities

**200 Million**  
Citizens using our solutions



# SCOPE OF SERVICES – CODIFICATION SERVICES

## Scope of Services Summary

We understand that the County is applying for a Local Records Program Grant from the Kentucky Department for Libraries and Archives to provide funding for the codification of the County ordinances. We further understand that the County wishes to ensure conformity with the Kentucky Statutes and that the Legal Review will not include any ordinances enacted after the date of the Invitation to Bid issued by the County. Please note that only legislation of a general and permanent nature will be included in the legal analysis.

Although Municode does not draft or redraft ordinances for clients, we can provide the County with a MuniPro license during the codification process, which will enable you to search all of the 3,700 Codes in our online library to draft ordinances, save frequently used and complex searches and create notes to attach to any publication. Your Municode attorney will work closely with you throughout the codification process and will assist with any questions you may have. It is also important to note that while the ordinances will be reviewed against state law to ensure conformity, review against Federal Law is not a standard component of the codification process.

We have reviewed the Codification Steps Memorandum produced by the Kentucky Department of Libraries and Archives in 2000. Over the last 20 years, Municode has enhanced our codification services in many ways. Onsite conferences to discuss the findings of the Legal Memorandum can incur unnecessary costs in attorney travel and per diem compensation. We recommend holding the conference via webinar or conference call with all interested parties instead. Please review the **Codification Services Summary** below, which outlines Municode's process for the Legal Review of the County's Code material, as well as for the delivery of the Legal Memorandum and the final draft Code for County review. We have also provided the scope of services and costs for the future online hosting of the new Code, and for ongoing maintenance of the new Code via the supplement process.

## Codification Services Summary

**Ordinances/Policies/Resolutions.** All relevant material of a general and permanent nature, passed in final form by you as of the cutoff date established by you and your Municode attorney, will be included in the code. All material that we receive will be acknowledged via e-mail, in order to establish a record of included ordinances. Legislation not of a general and permanent nature will be omitted from the code unless otherwise instructed by you. Notations can be added in the code to reference legislation adopted by reference, if elected.

**Attorney Analysis and Review of Material.** Your Municode attorney, along with his/her team of legal editors, proofreaders and indexers will be assigned to this project. Our legal team will research all legislation submitted by you against the state statutes of Kentucky. The ordinances will also be compared to overall content in order to determine if there are any inconsistencies or conflicts within the legislation itself. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be included later at an agreed upon page rate. We will suggest a structure and organization for the code and provide a Table of Contents indicating the recommended structure.

**Page Format Options.** We will work with you to determine the desired formatting and style of the new code, and will review page composition format options, such as font type, font size, page layout, and graphics appearance and placement with you. We will help you choose a format that produces a professional document that is easily researched.

**References.** We will provide State Law References within the code. Editorial notes will be provided as appropriate. Internal references within the code will be hyperlinked in the online version.

**Legal Memorandum.** We will provide you with a user-friendly Legal Memorandum containing all of our analyses and recommendations. This memorandum will reflect our attorney's Legal Review and will provide you with recommended options intended to remove conflicts and inconsistencies; conform to State Law, when appropriate; and ensure compliance with your charter. This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible. Our goal is to make the codification process simple and smooth for you.

**Conference.** Within 30 days of your receipt of the Legal Memorandum, we will conduct a conference, either in person or via telephone or webinar, to review the Legal Memorandum and our recommendations. All interested personnel may be included, but your attorney and clerk are essential. Issues discovered during the legal research will be discussed at the conference, with the goal of the conference being to come to agreement on any required changes. Your attorney has the final decision-making authority for resolution of issues brought up at the conference or noted in the Legal Memorandum.

**Editing and Proofreading.** Our team will edit the text of your code to reflect proper grammar and stylistic consistency. We will not reword any provision that changes the substantive intent of the code, unless you approve the revision. However, non-substantive revisions to improve readability are a part of the process. We will proofread your code. The text will be reviewed for sense and structure and to ensure the implementation of the decisions by your attorney and our attorney.


**Index, Graphics and Tables.** Our team will create a hierarchical, subject matter Index and all tables (contents, State Law Reference, prior code comparison and ordinance disposition) for your code as necessitated by the materials provided. All graphics provided will be incorporated into the printed and electronic code versions.

**Post Conference Code Draft.** After editing and proofreading, a post-conference Code Draft incorporating solutions captured in the Legal Memorandum and agreed upon at the legal conference will be delivered to you for final review prior to printing and shipping. We guarantee typographical correctness. Any errors attributable to our team will be corrected at no charge during the term of this agreement.

**Adopting Ordinance.** Our attorney will provide an adopting ordinance upon completion of the codification.

**Printing and Binding (if elected).** We will print your new code copies on high quality acid-free paper, with an SFI (Sustainable Forest Initiative) certification. These copies will be housed in heavy duty, 3-post leatherette binders (with 4 color choices) and stamped with the County's name on the front and spine of each binder. Divider tabs for each major section of the code and index will also be provided.

The time chart below provides for completion of the codification project within **10 to 12 months**, excepting any delays occasioned by the County. Timeline begins upon receipt of all material required for the project.

 <b>CODIFICATION TIME CHART</b>		
<b>STEP 1:</b>	<b>IMMEDIATELY</b>	<b>MUNICODE</b> acknowledges contract, provides a Disposition List of all ordinances/material received (COUNTY sends signed contract and all applicable material)
<b>STEP 2:</b>	<b>WITHIN 2 WEEKS</b>	<b>MUNICODE</b> provides a project introduction letter outlining all phases of the project and all material received to date (COUNTY confirms Municode has all applicable materials)
<b>STEP 3:</b>	<b>WITHIN 4 MONTHS</b>	<b>MUNICODE</b> submits Legal Memorandum (COUNTY attorney reviews Legal Memorandum and prepares questions/comments for conference)
<b>STEP 4:</b>	<b>WITHIN 30 DAYS</b>	<b>MUNICODE</b> hosts Legal Memorandum conference (COUNTY attorney and other interested officials meet virtually with Municode to discuss issues of concern noted in the Legal Memorandum and come to an agreement on the implementation of recommended changes).
<b>STEP 5:</b>	<b>WITHIN 2 MONTHS</b>	<b>MUNICODE</b> submits final Code Draft (COUNTY reviews Code Draft, and returns it to Municode within 30 days, with all corrections noted for final implementation and publication.
<b>STEP 6:</b>	<b>WITHIN 2 MONTHS</b>	<b>MUNICODE</b> delivers final Code and model adopting ordinance (COUNTY adopts Code and provides Municode with a copy of the officially enacted adopting ordinance. Municode ships the code and publishes Code online via MunicodeNEXT. Supplementation begins anew with Supplement No. 1.

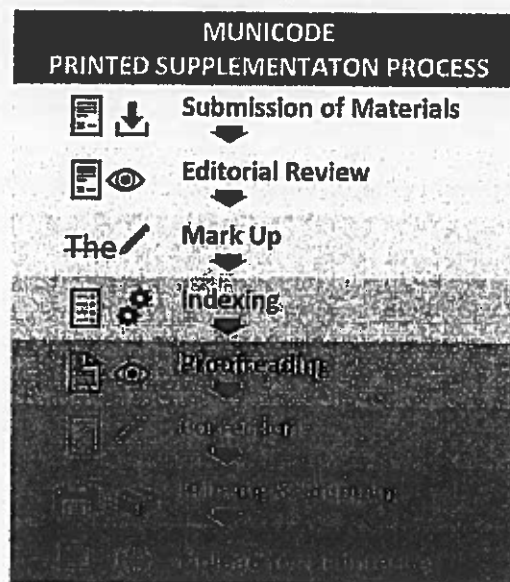
# SCOPE OF SERVICES - SUPPLEMENTATION & ONLINE CODE HOSTING

## Supplement Services

Our supplementation process has been designed for timeliness, efficiency, simplicity and most of all, for our customers' convenience. All you need to do is to email us your newly enacted legislation, and we do the rest. Printed and/or electronic Supplements can be provided on the schedule of your choice, and in print, Word, PDF and/or Folio formats. A recent analysis of our printed supplement Services indicated an editorial error rate of less than .1%, which is made possible by our attention to detail and strict quality control checks.

We pride ourselves on a turnaround time of **30 to 35 days for printed supplements** and can provide "always up to date" **electronic update services within 10 to 15 days** at the same per page rate as printed supplements. With printed supplementation, the online code is updated within **3 days** after shipping the supplement at no additional cost. We can provide copies of supplements (or the entire code) in either print or electronic format within 3 days of your request (unless a supplement is currently in process), not including any shipment time needed for printed copies. The printed supplement process is outlined below:

1. Receipt of new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date and ordinance number(s) and ensure that all necessary exhibits, tables and graphics are included. You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our Supplement team for codification. If our OrdBank service (advance legislation service) is selected, the legislation will be posted online within 48 hours in PDF format as "Adopted Legislation not yet Codified".
2. Editorial Review – Our editorial team will review all material submitted to determine whether the material should be included in your code; where it should be placed; whether it conflicts with existing code content; what material should be removed; whether history notes should be added; what tables will be updated and whether the Table of Contents in the front or at the Chapter/Title level should be amended. If any significant issues are noted, we will contact you for clarification. No substantive changes to your legislation will be made, however minor typographical errors will be corrected as needed. Any questions or inconsistencies will be brought to your attention.
3. Indexing – Our indexing team will index and cross-reference new material in all appropriate locations.
4. Proofreading – The proofreader assigned to your editorial team will examine your supplement line by line to ensure editorial accuracy, code hierarchy and layout and to confirm that it is grammatically correct and free of errors in spelling and capitalization. Your supplement is examined again, line by line to ensure that the improvements made were thorough and accurate. During this process, the original ordinance is compared again with the newly added text to further ensure editorial accuracy.
5. Posting the supplement online (MunicodeNEXT) – Your online code will be updated within 1 to 2 days of shipping or uploading the supplement. You will be notified via email that the website has been updated. If our CodeBank Compare + eNotify service is selected, citizens will be notified each time the online code is updated. When your code is updated on MunicodeNEXT, all internal cross-reference links are updated. With our OrdBank feature, each history note will be linked to the ordinance that amended the respective section.
6. Printing and Shipping – We will print, cut, 3 hole-punch, insert divider tabs and ship your supplement to you quarterly unless otherwise instructed. You can change your supplement schedule at any time, and there is no additional charge for more frequent supplementation. *Instruction Sheet:* With each printed supplement, we will furnish a page of instructions for removal of the obsolete pages and insertion of the new pages; as well as a *Checklist* of up-to-date pages with each supplement.



## Online Code Hosting (MunicodeNEXT)

Our code hosting platform, MunicodeNEXT (<https://library.municode.com>) was created and is continuously enhanced and improved by our in-house team of Internet Technology professionals. MunicodeNEXT includes Standard and Premium features (see *Attachment A*), all of which are designed to provide a wide variety of additional capabilities for the research and navigation of your code, as well as for preserving its history. Our newest free online feature, *Public Notes*, will enable you to add external links within the contents of your online Code (such as links to Zoning maps, Fee Schedules, Council Meetings, the Clerk's office, etc.) or to post public notes or documents in the online Code to inform your citizens about current issues pertinent to specific sections of your Code.

MunicodeNEXT is extremely user-friendly and requires no special training or login information. A variety of video tutorials are offered, and we can host a personalized training webinar for you and your staff to demonstrate our online features and capabilities before your new Code goes "live" online. Our MuniDocs feature enables you to upload related documents online alongside the Code in fully searchable format. Electronic viewing statistics are available upon request on the schedule of your choice. Our MuniPro feature provides the ability to search over 3,700 online Codes in our library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.

Our powerful search engine allows users to enter simple or advanced searches and supports Boolean operators, stemming, wildcards, proximity searches, and a global synonym list. Users can easily search the code using keywords or phrases, and can print, download and/or email any portion of your code. Search terms can be applied to the entire code or narrowed to search only within specific chapters or sections. Our recent website upgrade allows users to sort results by relevance or book order! Our collapsible Table of Contents, continuous next-hit feature and internal and external hyperlinking and cross-referencing features

simplify and enhance the navigation of your online code, allowing your staff and citizens the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more.

With MunicodeNEXT advanced features, your staff and citizens need only click the link provided on your municipality's website to access your full Code of Ordinances. They not only have access to your complete and current Code of Ordinances, but to all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated, and the ability to translate your code into over 100 languages via *Google Translate*, which is included at no additional charge.

MunicodeNEXT is designed with accessibility in mind. Our application is fully responsive, ensuring all features are available on appropriately sized desktop, tablet, and smartphone viewports. Designed to provide easy access and an intuitive interface, it is extremely well-suited for use on tablets and mobile devices running iOS or Android. With delivery available in Word, PDF or Folio format, the Code can be viewed and researched offline.

The User Interface and all HTML content viewed via our MunicodeNEXT web application is WCAG 2.1 Level AA compliant. While we take several steps to improve the accessibility of PDF documents uploaded to the MunicodeNEXT platform, we cannot guarantee full ADA compliance of PDF documents. If a fully ADA compliant PDF document is uploaded to our MunicodeNEXT platform, it will remain compliant while stored in our system. For each PDF document that is uploaded to our platform, we OCR scanned PDFs; set document title, primary language, and other PDF metadata fields; and automatically create a base level of tags to be used by screen readers.

Our tech stack includes HTML5 & CSS3, Javascript (AngularJS), and a RESTful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later. We host MunicodeNEXT in Microsoft's Azure Government secure cloud environment and guarantee an SLA of 99.95% uptime. SSL encryption is used by default to secure access to the site and the entire platform is backed up to multiple geographic locations within the Azure Government cloud ecosystem.

## MunicodeNEXT Premium Feature Summary

We recommend our bundled feature option, MyMunicode for the most transparent and feature rich code possible. MyMunicode includes annual online hosting and maintenance service with CodeBank, CodeBank Compare + eNotify, OrdBank, MuniPro and a custom online code banner to match the County's logo or website. Our MuniPRO feature allows you to search over 3,700 codes in the Municode library for sample ordinances, save frequently used or complex searches, create notes to attach to any publication and draft and edit new ordinances internally. Additionally, constituents and staff can search the Code by keywords or phrases, and print or email at the section, article and chapter level of the online Code. A summary of our Premium features is provided below.

- ★ **CodeBank** will enable you to have instant access to past versions of your code after each supplementation.
- ★ **CodeBank Compare + eNotify** provides you with the ability to select a past version of your online code and compare it to any other version of the code each time the code is updated. The differences will be shown via Highlights (added materials) or Strikethrough (deleted material).
- ★ **eNotify** allows users to enroll to receive an email notification each time your online code is updated. A "modified," "removed" or "added" badge is shown within the online table of contents to alert users of recently amended sections of your code.
- ★ **OrdBank** will create one click access to every ordinance via linked history notes. Ordinances are permanently stored online in the OrdBank repository and filed in annual folders. Applies to included (amendatory) ordinances.
- ★ **OrdLink** will create highlights within your online code to help users identify what amendatory ordinances have been recently adopted and what code sections have been amended.
- ★ **MuniPRO** allows you to search over 3,700 codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.
- ★ **MuniDocs** has recently been upgraded to allow clients to upload a wide variety of .rtf, .doc, .docx, and .pdf documents to browse and search alongside the code. Uploading is as simple as dragging and dropping the document from your computer into the upload dialog box on the improved administrator dashboard, where previously uploaded documents can also be managed. When uploaded, users can choose from a wide list of predefined document types, including minutes, agendas, resolutions and more. These documents are immediately converted to PDF and indexed for search, organized in nested folders – allowing the public to browse and search them immediately.

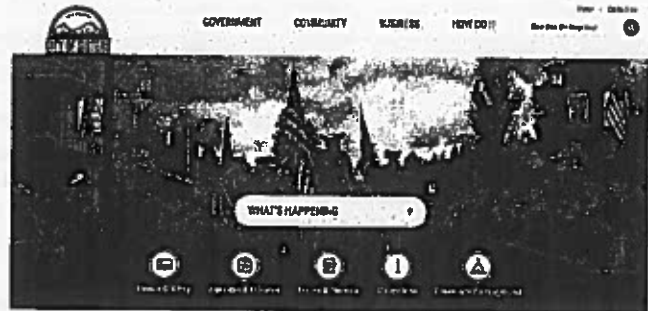
## ADDITIONAL SERVICES AVAILABLE

Municode offers a wide variety of services, all of which have been designed primarily to serve local governments. Please contact us for information and pricing on any of the services listed below, all of which may be purchased under this contract and all of which are competitively priced.

### Website Design and Hosting Services

Let our team of web analysts and developers create or redesign a website for your municipality that provides your staff and citizens with a stunningly beautiful website that is simple for staff to use, easy for citizens to access, responsive, interactive, dynamic, and extremely efficient! Using the popular Drupal, open-source framework, we will work with you to understand your history, anticipate your future, define your priorities and achieve the long-term goals of your community.

When Municode designs your completely mobile friendly website, our goal is to improve your image and your community profile, increase the self-service capacity of your residents, and empower your staff to create, edit and maintain website content as simply and efficiently as possible. The result will be an unparalleled municipal website solution at a very compelling price.

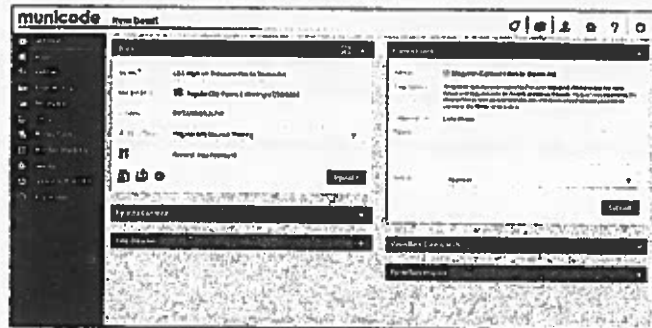


☐ Request MunicodeWEB Demo/Proposal

### Meeting and Agenda Management

Municode provides a cloud-based agenda meeting management system that enables our clients to save time and money by streamlining and automating the agenda process. With zero set-up requirements, minimal budget impact, built in automatic upgrades and internal and external IT support issues managed directly by Municode's expert team of web analysts and system developers, your staff will spend significantly less time on agenda management, while still maintaining total administrative control of your agenda packets.

Municode provides the highest level of government transparency to your citizens. We will show you how to live stream your meeting videos at no cost and can provide archived video and audio linking capabilities that will allow your constituents to access the exact point in the meeting video where a specific piece of business is discussed. You can take roll call and record votes live in the meeting – and legislators can also vote directly from their Mac, PC, iPad, or Android device!



Other benefits include agenda process visibility, easy agenda updates, approval workflow, live Council voting & roll call, Email notifications, a Unified Document Search and automated approval routing. When you are ready to publish your Agenda, our "single click publishing" will provide you with automatic agenda and packet creations.

☐ Request MunicodeMEETINGS Demo/Proposal (see pricing page 17)



## **Payment Solutions - Point and Pay**

Our preferred payment solutions partner, Point & Pay (<https://www.pointandpay.com/>) makes paying bills easier! Everything they do is backed by their best-in-class user interfaces, insightful features and high-quality service and support. Point and Pay can assist in processing City/County taxes, utility bills, permits & licensing, and more. With a focus on mobile interfaces, they enable your customers to conveniently pay bills whenever and wherever they want!

☐ **Request Point and Pay Demo/Proposal**

## **MCCi Services:**

### **Laserfiche Enterprise Content Management Software and Services**

MCCi understands the challenges organizations face every day with paper-based processes. We provide innovative solutions that transform these challenges into smart practices that improve efficiency, productivity and organizational structure. Recognized as one of the nation's top 20 Most Promising Government Technology Solution Providers, we are also the largest Laserfiche provider in the world. MCCi is passionate about helping organizations run their office more efficiently – saving time, money and resources! With 900 clients nationwide, MCCi is the largest provider of Laserfiche solutions in the world.

### **Digital Imaging Services**

Through MCCi, Municode can help with your digital imaging services needs include scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi provides the most powerful index retrieval search engine available.



### **Open Records Request Software**

JustFOIA is an affordable, easy to use, completely web-based hosted service that was created specifically to help you manage and track public records requests. Since JustFOIA is completely web-based, you are able to login anywhere that has an internet connection. You simply type in your customized web address and enter your credentials, safely and securely. Your service is available 24/7, every single day of the year.

JustFOIA helps agencies receive, track and report on open records requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche Enterprise Content Management.



☐ **Request MCCi Demo/Proposal**

## **Internet-based Document Editing and Presentation System**

enCodePlus is a unique Internet-based document editing and presentation system used for authoring, displaying, and managing all aspects of land development regulations or zoning ordinances. Developed by community planners, enCodePlus assists in the creation of land development and zoning ordinances that are fully customizable, easy to navigate and rich with features including GIS interactive mapping, a "Land Use Look Up" tool, hyperlinking to outside resources, historical archiving and in-line graphics.

From its humble beginnings as a stand-alone Windows PC program, enCodePlus has matured to meet the needs of an innovative and exacting group of land use code writers and their client communities. To learn more about how enCodePlus can be an economic driver for your municipality and positively impact the transparency and navigability of your zoning or land development ordinance, please visit this link: <http://www.encodeplus.com/>



☐ **Request enCodePlus™ Demo/Proposal**

# PRICE QUOTATION SHEETS

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## EXECUTIVE SUMMARY

### Codification, Supplementation and Web Hosting

*Logic: Organize your legislation of a general and permanent nature into a logical and comprehensive Code of Ordinances. Engage our full-time attorneys to examine your current body of legislation for legal sufficiency and consistency. Create a Code of Ordinances that is clear, concise and accessible for your staff and citizens. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT**.*

- ★ **Codification** ..... **\$12,100<sup>1</sup>**  
Timeline ..... **10 to 12 months**

The recodification base cost of \$12,100 is based on a 550-page, single column 10-point code. Additional format and font options are provided on the following page.

A full-time, Municode attorney will legally review the Code, not just a code editor. We will research all legislation of a general and permanent nature against the State Constitution, State Law, and the Charter, and ordinances will be compared to overall content to determine if there are inconsistencies or conflicts within the legislation itself. We will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure. We will also provide State Law references within the code and hyperlinks to internal references within the code. We will provide a legal memorandum containing recommended options and conduct a conference to review the memorandum and recommendations. Our team will edit the text of your code to reflect proper grammar and stylistic consistency; create a subject matter index; create all tables (contents, state law reference, prior code comparison, and ordinance disposition); and insert graphics into the printed and electronic versions of the code. A draft code will be provided to you for final review prior to printing and shipment.

- ★ **Supplement Service** (single column per page rate) ..... **\$20<sup>2</sup>**  
Municode does not charge an extra fee for posting supplements online or printing your supplement pages, as these services are included in your supplement per page rate.
- ★ **Online hosting** (*first 3 months of service at no charge!*) ..... **\$450<sup>3</sup>**  
If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode bundle for **only \$1,195**, with the first 3 months of MyMunicode service at no charge!

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<sup>1</sup> Please see page 15 for additional pricing details

<sup>2</sup> Please see page 16 for additional pricing details.

<sup>3</sup> Please see page 17 for additional pricing available on our MunicodeNEXT platform.



# CODIFICATION QUOTATION SHEET

**Codification (Includes zoning and all legislation of a general and permanent nature) \$12,100<sup>4</sup>**

- ★ Single column 10-point font pages, unless otherwise indicated
- ★ Receipt, review and organization of materials
- ★ Legal analysis & research by a full-time, Municode attorney
  - ★ Preparation of legal memorandum by a Municode attorney
- ★ Conference with attorney (make selections below)
- ★ Implementation of approved legal findings
  - ★ Updating State Law references
  - ★ Editorial preparation and proofreading
  - ★ Page formatting (make selections below)
  - ★ Indexing (if elected)
- ★ Tables<sup>5</sup>, Graphics<sup>6</sup> & tabular matter<sup>7</sup>
- ★ Final proofreading and corrections
- ★ Quality control review and printing
  - ★ 1-5 Code copies, to include 3-post stamped binder and tabs
  - ★ Adopting ordinance prepared by a Municode attorney

**Project is based on the font size & pages below – please only select one:**

**Font Size Single Column:** ☐ 10-point (550) ☐ 11-point (622) ☐ 12-Point (688)

**Conference Selection:**

- ☐ On-site conference, each **Attorney time, travel, lodging and per diem**  
☐ Teleconference or web-based conference, 3-hour session **No charge<sup>8</sup>**

**Optional Services:**

- ☐ Gender Neutralization of Code **\$550**  
☐ Archival OrdBank Service, per ordinance **\$10<sup>9</sup>**

**We will work with you to determine the desired font, format and style of the new printed Code!**

**Binder Selection:**

**Binder Color:** ☐ Semi-Bright Black ☐ Dark Blue ☐ Green ☐ Burgundy

**Ink Stamping Color:**

- ☐ Gold  
☐ Silver

**Items not Included in base cost**

- ★ Pages over 550 single column 10-point font pages (or equivalent) **\$ 20**  
★ Freight **Actual**  
★ State sales tax **If applicable**  
★ Post your code on MunicodeNEXT **See selections on page 17**

**(SEE CODIFICATION PAYMENT SCHEDULE, page 16)**

<sup>4</sup> Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for client proofing, any extensive changes requested in the Code content, and/or any material added to the Code that was not previously contemplated, will be subject to an additional Proof Update fee. Proofs not returned within 45 days may be subject to a proof update fee.

<sup>5</sup> The following tables will be created and are included in the base cost: supplement history table, code comparative table, State Law reference table and ordinance history table. An additional hourly charge applies for creation, modification, addition or updating of any table or schedule other than those enumerated in this footnote. This includes Traffic and Fee tables or schedules.

<sup>6</sup> Includes printing all copies.

<sup>7</sup> Tabular matter is defined as algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>8</sup> For the initial 3-hour session, then \$150 per hour thereafter.

<sup>9</sup> Post historical ordinances to your online OrdBank repository, filed in annual folders and linked in the Code's history notes

# SUPPLEMENTATION QUOTATION SHEET

## Supplement Services

Supplement Service Base Page Rate<sup>10</sup>

Page Format	Base Page Rate
Single Column	\$20 per page

Base page rate above includes:

- ★ Acknowledgement of material
- ★ Data conversion, as necessary
- ★ Editorial work
- ★ Proofreading
- ★ Updating the index (if elected)
- ★ Schedule as selected by you<sup>11</sup>
- ★ Updating electronic versions<sup>12</sup> and online code
- ★ Printing 1-5 copies

Base page rate above excludes:

- ★ Freight
- ★ State sales tax
- ★ Images, Graphics<sup>13</sup> & tabular<sup>14</sup> matter, each
- ★ MyMunicode or online code

Actual  
If applicable  
\$10  
Selections on page 17

Electronic media options for Code of Ordinances (sent via download)<sup>15</sup>

<input type="checkbox"/> Folio Bound Views	\$295 initially then \$100 per update
<input type="checkbox"/> WORD (DOCX)	\$150 initially then \$75 per update
<input type="checkbox"/> Adobe PDF of the code	\$150 initially then \$75 per update
<input type="checkbox"/> Adobe PDF of each supplement	\$150 initially then \$75 per update

Invoices for Supplements and Additional Services will be submitted upon shipment of project(s)

**Codification Payment Schedule** (your project can be budgeted over two fiscal years)

★ Execution of Agreement	\$4,200
★ Submission of the Legal Memorandum	\$3,000
★ Submission of Draft Code	\$3,000
★ Delivery	Balance

<sup>10</sup> All prices quoted in this section may be increased annually in accordance with the Consumer Price Index) for All Urban Consumers.

<sup>11</sup> Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.

<sup>12</sup> We do not charge a per page rate for updating the internet; however, a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

<sup>13</sup> Includes printing of all copies.

<sup>14</sup> Tabular matter is defined as tables, algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>15</sup> "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as PDF, Folio or Word, via one of the aforementioned mediums.

## ONLINE CODE HOSTING QUOTATION SHEET

Online features can be purchased on an a la carte basis, or through our budget-friendly, feature-rich MyMunicode bundle for the best value. Please visit our corporate website to view our complete library of online codes or sign up to participate in one of our informative webinars! <https://www.municode.com/> Please check the appropriate box (es) below to indicate your online services selection:

### STANDARD WEB HOSTING

- ☐ **Online Code = MunicodeNEXT**, annually (first 3 months of service at no charge) **\$450**

Mobile friendly site. Full functionality and optimal screen resolution on all devices. In-line Images & scrolling tables & charts. Narrow, Pinpoint & Advanced (including Boolean) Searching. Previous and Hit buttons, Persistent breadcrumb trail. Print or Save as formatted WORD (DOCX). Google Translate supports over 90 languages. Social Media/Email. Share links to sections via email, Facebook, Twitter, etc. Post public notes, external links or documents within the contents of your online Code to keep your citizens informed of current issues pertinent to specific sections of your Code.

### OPTIONAL SERVICES

- ☐ **CodeBank** annually **\$150**  
Permanent online collection of previous versions of the code.
- ☐ **OrdBank** annually (or per ordinance) **\$385**  
Permanent online collection of ordinances with hyperlinks from history notes, supplement history table, and code comparative table to ordinances. This service applies to amendatory (Included) ordinances only. **(\$35)**
- ☐ **OrdBank + OrdLink** annually (or per ordinance) **\$535**  
Provides hyperlinks from newly adopted amendatory legislation to sections of the code to be amended. **(\$60)**
- ☐ **CodeBank Compare + eNotify**<sup>16</sup> annually **\$250**  
Compare any two versions of your online code (starting with the first Municode supplement). Notify provides readers email updates each time the code is updated.
- ☐ **MuniPRO** Service annually (sample Ordinance Service) **No Charge for first year of service!** **\$295**  
Search over 3,700 online codes/ordinances. Attach notes to codes and drafts of new legislation.
- ☐ **Custom Banner** one-time fee **\$250**  
Customize MunicodeNEXT to match the look of your website.
- ☐ **MuniDocs**<sup>17</sup> annually, upgraded self-loading capabilities (first 3 months at no charge) **\$350**<sup>18</sup>  
Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!

### My Municode - Value Pricing!

- ☐ **MyMunicode** annually. (first 3 months of service at no charge) **\$1,195**<sup>19</sup>  
Includes **MunicodeNEXT** (Online Code), **OrdBank**, **CodeBank**, **CodeBank Compare + eNotify**, **MuniPRO**, and **Custom Banner**

- ☐ Add **OrdLink** to the MyMunicode bundle for only **\$150** annually!

### RECOMMENDED ADDITIONAL SERVICES (See pages 12 & 13 to review additional services)

- ☐ **MunicodeMEETINGS**, annually (if bundled with other Municode services) **\$4,000**  
Cloud-based agenda meeting management system. Streamlines and automates agenda process. Increases agenda process visibility, easy agenda updates, approval workflow, live council voting & roll call, email notifications, a unified document search and automated approval routing.

<sup>16</sup> Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

<sup>17</sup> Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at [ords@municode.com](mailto:ords@municode.com).

<sup>18</sup> Includes up to 25GB data storage. Quote for additional document storage is available upon request.

<sup>19</sup> Total value if each item were to be purchased a la carte would be approximately \$1,530 per year with participation in our OrdBank service.

## SIGNATURE PAGE

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This proposal shall be valid through December 31, 2021 unless signed and authorized by Municode and the County of Todd, Kentucky.

**Term of Agreement.** This Agreement shall begin upon execution of this Agreement and continue for a period of three (3) years. Thereafter, the supplement and web hosting services shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: SW

Title: Steffanie W. Rasmussen, Vice President of Client Services

Date: May 28, 2021

Accepted by:

COUNTY OF TODD, KENTUCKY

By: \_\_\_\_\_

Title: \_\_\_\_\_

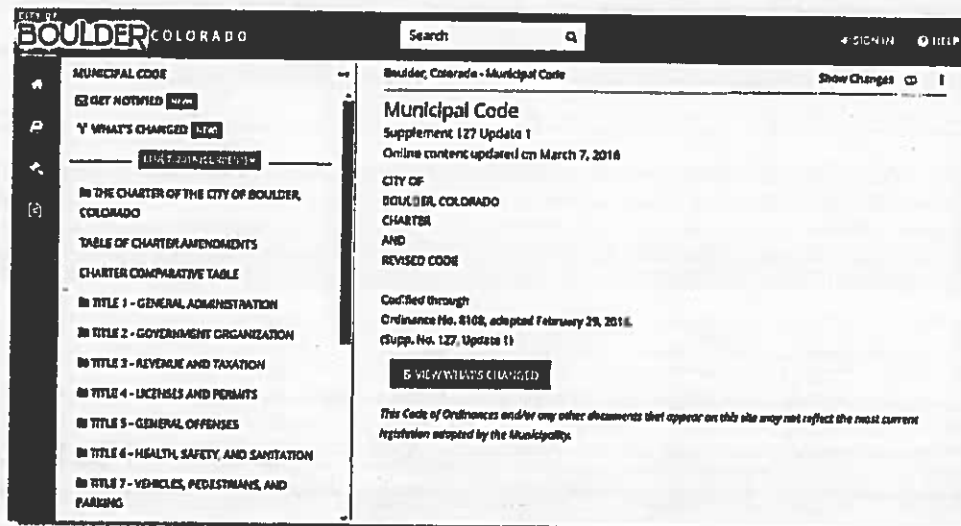
Date: \_\_\_\_\_

## ATTACHMENT A

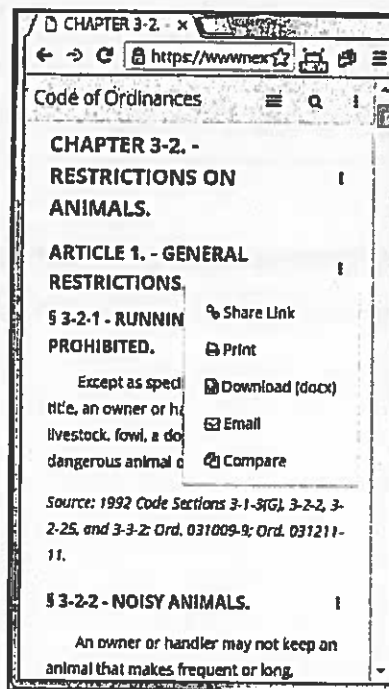
### MunicodeNEXT Standard & Premium Features

# Standard Features of MunicodeNEXT

**Responsive Design** – Our team designed MunicodeNEXT to function on any device. Over 20% of our traffic is generated from a smartphone or tablet. Our user interface, based on Google's Material Design guidelines, ensures any device that accesses our application will have access to our full suite of features.



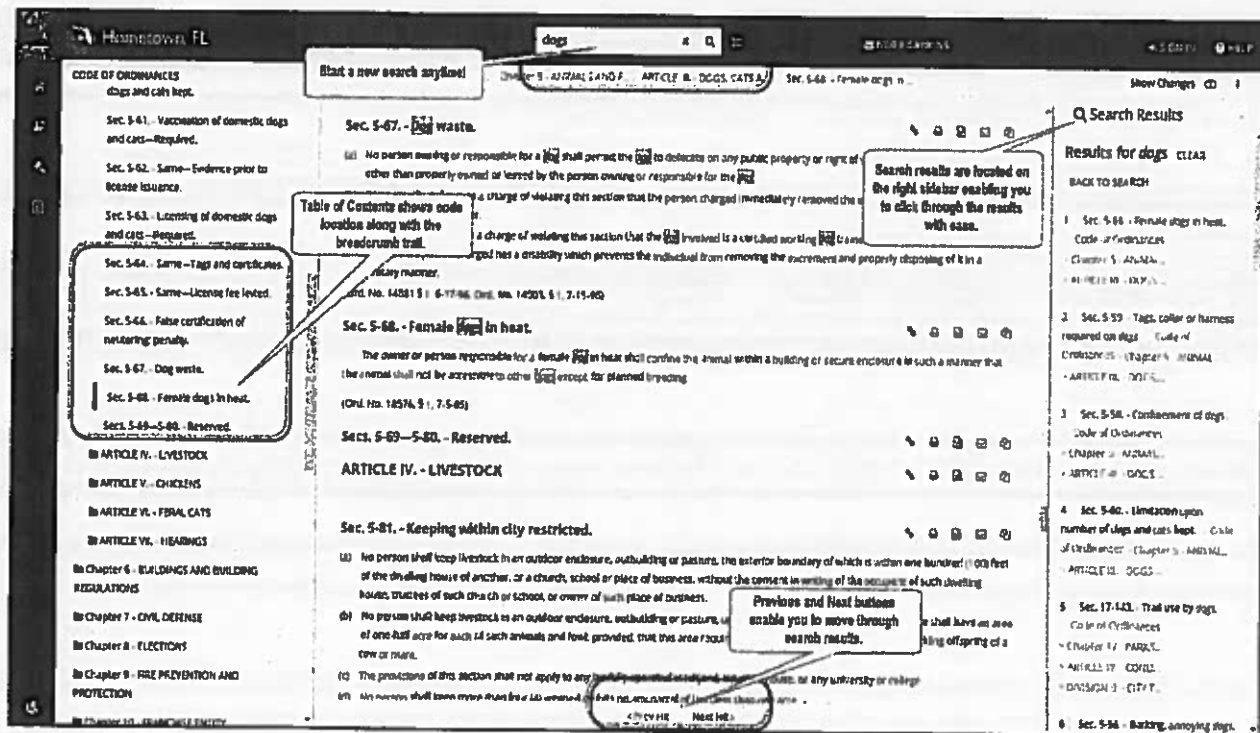
**Mobile and Tablet friendly** – Our application uses touch friendly icons, easy to access menus, and flyovers to expose all functionality while maintaining a clean, intuitive interface.



# Standard Features of MunicodeNEXT

**Print/Save/Email** – Users can print, save (as WORD) or email files at the section level, as well as at the article or chapter level. You can print, save or email non-sequential sections from multiple portions of your Code(s). Not all codification companies enable you to download WORD documents directly from the website. Being able to do so greatly enhances your ability to draft new legislation.

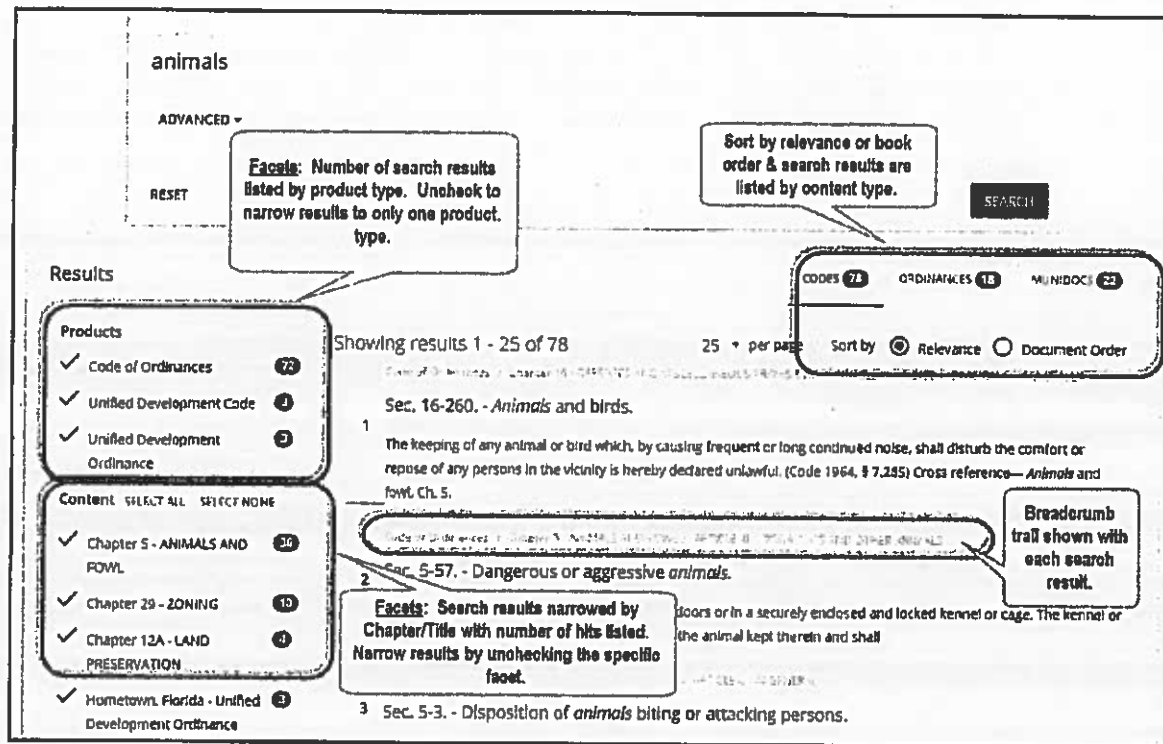
**Searching** – Municode leverages a powerful open-source search platform that also powers sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search results without clicking “back” to a search results page. The Code is also indexed by the section, returning more accurate, granular results. Search results can be sorted by relevance or book order as seen in the screenshot below.



## Municode Search Components:

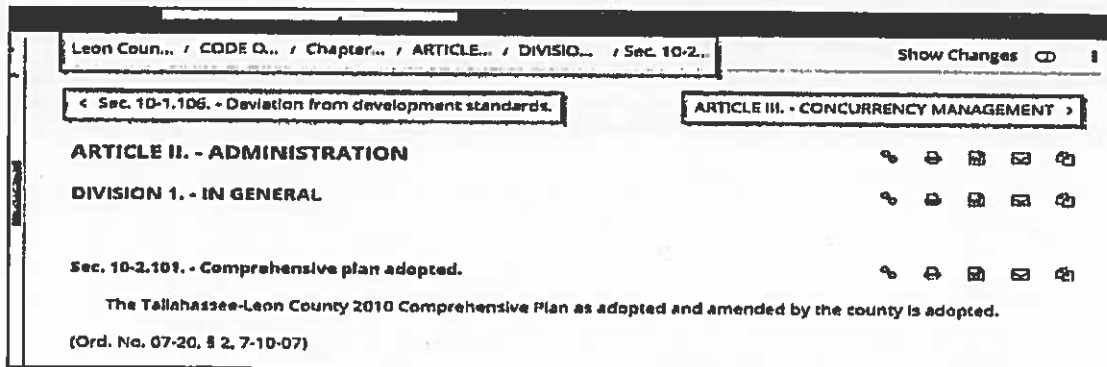
- ★ **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.
- ★ **Multiple Publications** – If you have multiple publications (Code, zoning, etc.), they will all be searchable from one interface.
- ★ **Searchable ordinances** – With our OrdBank service, ordinances posted pre- and post-codification are full-text searchable.
- ★ **Searching all content types** – If you use our OrdBank or MuniDocs service, you can search any combination of the Code, ordinances, and MuniDocs simultaneously. Search results are labeled for easy identification.
- ★ **Narrow Searching** – Your users could search selected chapters or titles in order to pinpoint their searches and find what they are looking for as quickly as possible!
- ★ **Stored Searching** – MunicodeNEXT allows all search result listings to be bookmarked under your browser's bookmark tabs. Users need only conduct a search and press Ctrl+D to add the search result listing to your browser's tabs.

# Standard Features of MunicodeNEXT



Search enhancements provided with our latest website upgrade include (see screenshot above):

**Browsing** – MunicodeNEXT provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you're viewing. The table of contents and content pane also stay in sync as you scroll to deliver the most intuitive reading experience possible.

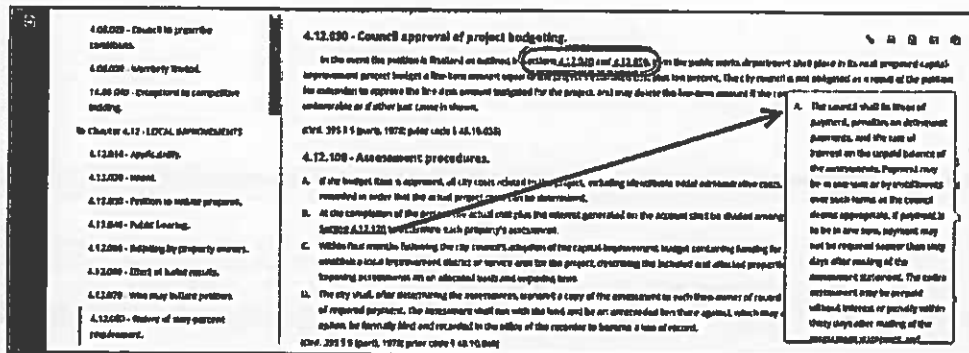


- ★ **Internal Cross-Reference Linking** – Cross-references within your Code are linked to their respective destination Article, Chapter or Section.
- ★ **Collapsible TOC** – The table of contents collapses, providing additional real estate with which you may view your Code. Easily view your maps, graphs and charts by simply enlarging the item.
- ★ **Mouseover (cluetips)** – Navigate to your Code and any linked cross-reference will quickly display in the pop-up preview window.
- ★ **Google Translate** – includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.



# Standard Features of MunicodeNEXT

(Cross-reference linking and mouseover shown below)



**Translation** – MunicodeNEXT includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

**Social Media Sharing** – You and your users are able to share Code sections via Facebook and Twitter. This will make it easier for you and your team to utilize social media in order to engage your citizenry and enhance your level of transparency.

**Static Linking** – Copy links of any section, chapter or title to share via email or social media.

**Scrolling Tables and Charts** – Headers stay fixed while you scroll through the table/chart.

**GIS** – We can provide a permalink to any Code section and assist staff to create a link from your GIS system to relevant Code sections.

**In-line Images & PDFs** – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements.

**Website Accessibility** – Our current website complies with level A of the Web Content Accessibility Guidelines (WCAG) 2.0.

**Support** – Phone, email and web support for citizens and staff. 24-hour email response; phone support from 8:00 a.m. to 8:00 p.m. (Eastern). A variety of video tutorials are offered, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

# Premium Features of MunicodeNEXT

**Custom Banner.** We can customize the look and feel of your Code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

**OrdBank.** With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the "OrdBank" tab.

*Hyperlinked ordinance in text*

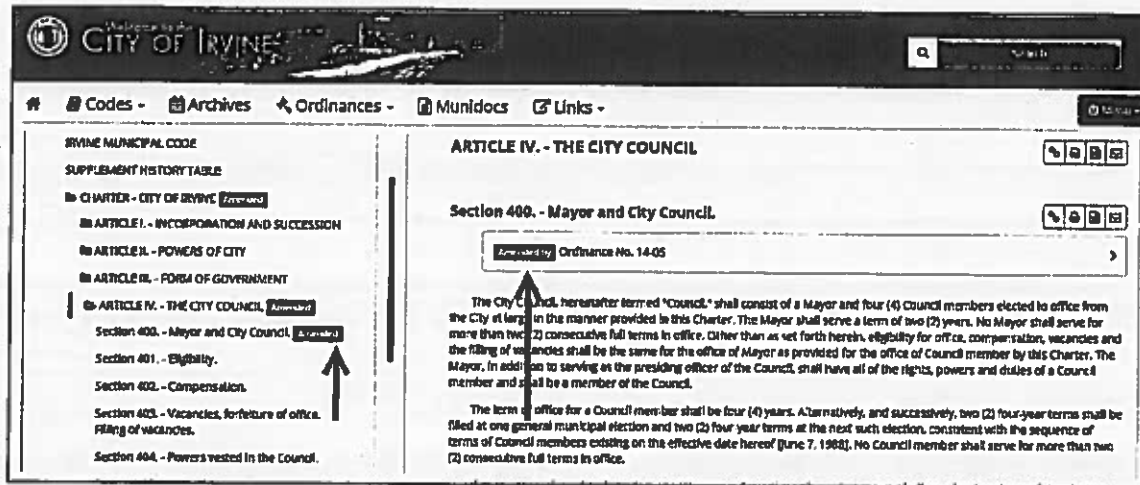
The screenshot shows the Arvada Code of Ordinances website. The left sidebar lists various codes, including "DIVISION 6 - WATER FEES AND RATES". The main content area displays the text of Ordinance 102-161, which discusses residential water fees. A specific section of the ordinance is highlighted with a red box, showing a list of ordinance numbers and their effective dates, such as "Ord. No. 4077, § 1, 10-16-2006; Ord. No. 4099, § 1, 11-15-2007; Ord. No. 4129, § 1, 11-12-2008; Ord. No. 4184, § 2, 10-19-2009; Ord. No. 4199, § 1, 1-11-2010; Ord. No. 4210, § 1, 1-11-2011; Ord. No. 4261, § 1, 10-22-2012; Ord. No. 4411, § 1, 10-21-2013; Ord. No. 4443, § 1, 10-20-2014; Ord. No. 4524, § 1, 10-15-2015; Ord. No. 4561, § 1, 1-1-2016".

*(One-Click access to the original ordinance in the OrdBank Repository)*

The screenshot shows the Arvada Code of Ordinances website with a sidebar listing various codes. The main content area displays the text of Ordinance 102-161, which discusses residential water fees. A specific section of the ordinance is highlighted with a red box, showing a list of ordinance numbers and their effective dates, such as "Ord. No. 4077, § 1, 10-16-2006; Ord. No. 4099, § 1, 11-15-2007; Ord. No. 4129, § 1, 11-12-2008; Ord. No. 4184, § 2, 10-19-2009; Ord. No. 4199, § 1, 1-11-2010; Ord. No. 4210, § 1, 1-11-2011; Ord. No. 4261, § 1, 10-22-2012; Ord. No. 4411, § 1, 10-21-2013; Ord. No. 4443, § 1, 10-20-2014; Ord. No. 4524, § 1, 10-15-2015; Ord. No. 4561, § 1, 1-1-2016".

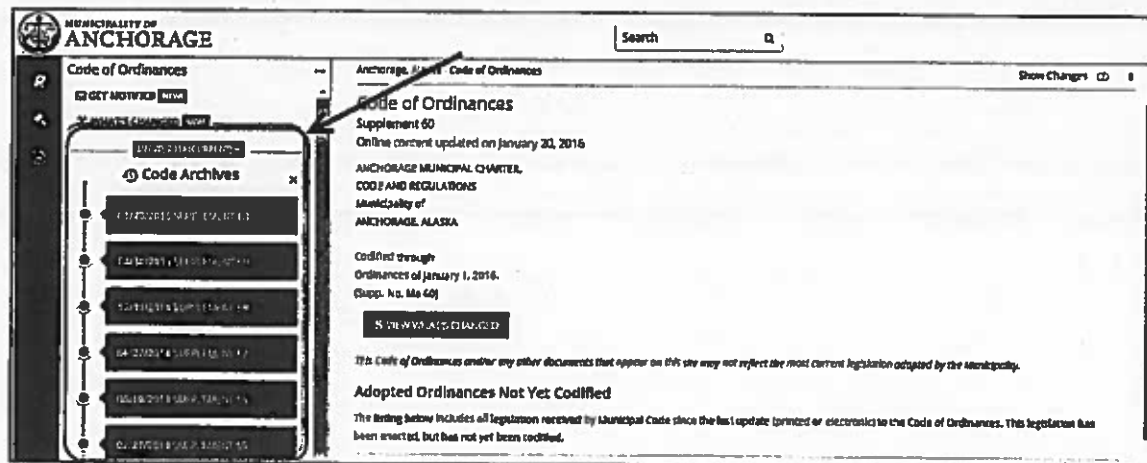
## Premium Features of MunicodeNEXT

**OrdLink + OrdBank.** Prior to incorporating the ordinances into your Code via supplementation, the OrdLink feature can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your Code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted.



**CodeBank.** Our CodeBank feature provides an online archival platform for previous supplements of your Code. Empower your staff and citizens to access every previous version of your Code with one click.

(CodeBank Tab)



**CodeBank Compare.** Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online Code and compare it to any other version of your online Code. The differences will be shown via highlights (added material) or strikethrough (deleted material). The CodeBank feature is required in order to access CodeBank Compare. Users will be notified of the changes in the table of contents and within the text of the Code via "modified," "new" or "removed" badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes that were made. The CodeBank Compare service will show all amendments to your Code that were implemented during the most recent update. **eNotify.** Our eNotify service allows users to enroll online and receive email notifications each time your online Code is updated.

# Premium Features of MunicodeNEXT

This will empower your staff and citizens to receive instant notifications every time your online Code is updated. The CodeBank Compare feature is required in order to utilize the eNotify service.

☒ Get Notified

Filling out this form will allow you to receive an email notification every time select publications are updated.

**Note:** If you no longer wish to receive these notifications once signed up, you can unsubscribe via a link in the notification email.

Enter email

Select One

☒ Unified Development Code  
☐ Unified Development Ordinance  
☒ Code of Ordinances

Sign up to be notified for all publications or narrow notifications to only one product.

Compare enhancements provided with our latest website upgrade include the ability to show changes in every version of the Code stored in CodeBank.

(Changes are shown in your Text Changes Tab and in your Table of Contents)

**MUNICIPALITY OF ANCHORAGE**  
 Code of Ordinances

Search

Show Changes

Help

Chapter 2.30 - RULES OF PRACTICE FOR COUNCIL

2.30.010 - Organization, structure of staff and staff duties.

2.30.020 - Appointment, removal and compensation of staff.

2.30.030 - Appointment, removal and compensation of staff.

2.30.040 - Appointment, removal and compensation of staff.

2.30.050 - Appointment, removal and compensation of staff.

2.30.060 - Appointment, removal and compensation of staff.

2.30.070 - Appointment, removal and compensation of staff.

2.30.080 - Appointment, removal and compensation of staff.

2.30.090 - Appointment, removal and compensation of staff.

2.30.100 - Appointment, removal and compensation of staff.

2.30.010 - Appointment, removal and compensation of staff.

2.30.020 - Appointment, removal and compensation of staff.

2.30.030 - Appointment, removal and compensation of staff.

2.30.040 - Appointment, removal and compensation of staff.

2.30.050 - Appointment, removal and compensation of staff.

2.30.060 - Appointment, removal and compensation of staff.

2.30.070 - Appointment, removal and compensation of staff.

2.30.080 - Appointment, removal and compensation of staff.

2.30.090 - Appointment, removal and compensation of staff.

2.30.100 - Appointment, removal and compensation of staff.

2.30.010 - Appointment, removal and compensation of staff.

2.30.020 - Appointment, removal and compensation of staff.

2.30.030 - Appointment, removal and compensation of staff.

2.30.040 - Appointment, removal and compensation of staff.

2.30.050 - Appointment, removal and compensation of staff.

2.30.060 - Appointment, removal and compensation of staff.

2.30.070 - Appointment, removal and compensation of staff.

2.30.080 - Appointment, removal and compensation of staff.

2.30.090 - Appointment, removal and compensation of staff.

2.30.100 - Appointment, removal and compensation of staff.

(Show changes button and a custom banner are shown below)

**Bonita Springs Florida**

Search

Show Changes

Code of Ordinances

Supplement 2

Online content updated on January 29, 2016

BONITA SPRINGS CITY CODE

Codified through Ordinance No. 15-27, enacted December 2, 2015.

VIEW WHAT'S CHANGED

Code of Ordinances

Supplement 2

Online content updated on January 29, 2016

BONITA SPRINGS CITY CODE

Codified through Ordinance No. 15-27, enacted December 2, 2015.

VIEW WHAT'S CHANGED

# Premium Features of MunicodeNEXT

**MuniDocs.** MuniDocs Upload allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users login, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users are able to pick from a list of predefined document types

Name

Minutes

Agendas

Budgets

Resolutions

Applications

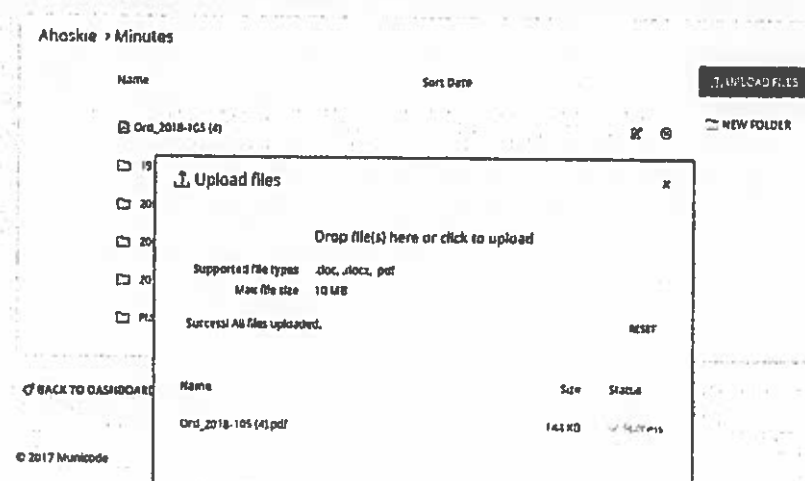
Forms

Policies

Manuals

Misc. Documents

Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders. The public can then browse and search these documents immediately.



# Premium Features of MunicodeNEXT

**MuniPRO.** MuniPRO Searching allows you to search the over 3,700 Codes we host (the entire country, a single state or individually selected Codes of your choosing). MuniPRO searches are ideal for researching local regulations of special interest or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- ★ **Multiple Code Search.** Search all Codes within one state, multiple Codes within one state, or search all Codes in the entire US hosted by Municode. Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- ★ **MuniPRO Saved Searches.** Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
- ★ **MuniPRO Notes.** Create a note and attach it to any section in any publication. Note icons are present when viewing the section, alerting the user to a previously written note. A global listing of notes can be accessed and managed from the MuniPRO Dashboard.
- ★ **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons are present when viewing the section, alerting the user to a previously created draft. A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.

